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ABSTRACT

This manual is designed to aid the inexperienced person assigned to a hospital library and given the responsibility of ordering library materials, organizing the collection, borrowing from other libraries, and seeking information. Following a brief introduction, the manual is divided into 10 chapters: (1) Organization and Administration of the Library; (2) Collection Development, Acquisitions, and Processing of Library Materials; (3) Organizing Library Materials--Cataloging and Classification; (4) Circulation; (5) Reference Services; (6) Index Medicus and Abridged Index Medicus; (7) MEDLINE: Computer-Produced Bibliographic Searches; (8) Interlibrary Loan; (9) Audiovisual Services; and (10) Regional Medical Library Services. Ordering information and approximate prices for all publications mentioned in the manual are provided in an appendix. (THC)

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PACIFIC SOUTHWEST REGIONAL MEDICAL LIBRARY SERVICE

MANUAL FOR LIBRARIANS IN SMALL HOSPITALS

BIOMEDICAL LIBRARY
UNIVERSITY OF CALIFORNIA
LOS ANGELES, CA. 90024

IR051 570

MANUAL FOR LIBRARIANS IN SMALL HOSPITALS

Sixth Edition

Edited by

Elaine Graham and Julie Kesti

Pacific Southwest Regional Medical Library Service
UCLA Biomedical Library
Los Angeles, CA

1985

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PREFACE

The Manual for Librarians in Small Hospitals was originally prepared by Lois Ann Colaianni and Phyllis S. Mirsky. The fifth edition was revised by Collette C. Ford. Elaine Graham and Julie Kesti edited the present edition.

The PSRMLS staff wishes to express their appreciation to Lois Ann Colaianni and Phyllis Mirsky for their significant achievement in writing the Manual for Librarians in Small Hospitals. It is an invaluable aid to the inexperienced person assigned responsibility for the hospital library. A fitting tribute to the value of their efforts is expressed in the fact that the Manual has been widely distributed throughout Region 7 and the entire United States since it was first published in 1970.

PSRMLS services are provided through financial support under Contract No. USPHS NO1-LM-2-3514, National Library of Medicine, National Institutes of Health, Department of Health and Human Services.

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INTRODUCTION

The minimum requirement for a hospital library is that it provide the books, journals, and other materials necessary to serve the immediate information needs of the medical staff and hospital employees and to support the programs undertaken by the hospital. Having ready access to information allows health professionals to effectively carry out their responsibilities and ultimately improves the quality of health care.

Since it is impossible for any library to have all the materials that might be requested by the hospital staff, the library also needs the appropriate tools used in borrowing materials from other libraries.

The library will remain just a collection of books unless a person is assigned on at least a part time basis to assist users and to provide library services such as reference and interlibrary loan.

This manual aids the inexperienced person assigned to a hospital library with the responsibility of ordering the library materials, organizing the collection, borrowing from other libraries, or seeking information. It is a varied, challenging, and rewarding responsibility, for the librarian can provide a very dynamic and useful information service to the institution's community of health professionals.

The hospital library may be known as the "medical" library, the "health sciences" library, or the "professional" library. The terms "hospital library" and "hospital librarian" are generally used in this manual. However, the principles and practices discussed are applicable to health sciences libraries located in institutions other than hospitals.

CHAPTER 1

ORGANIZATION AND ADMINISTRATION OF THE LIBRARY

More than just a collection of books and journals, the hospital's health sciences library is an integral part of the hospital community. With a dynamic librarian and carefully selected materials, the library assumes an important role in supporting patient care, research, educational programs, and health care administration responsibilities of the medical and nursing staffs, the allied health personnel, and the hospital administration.

THE LIBRARIAN

It is important that one person be given the responsibility and time to care for the library. This person's duties include selecting, ordering, organizing, circulating, and maintaining the collection; arranging to borrow materials not in the collection; and providing bibliographic and reference services. The hospital personnel needs to know who is responsible for the library, how to use the library, and how to make requests for information or additional books or journals.

Many hospital administrators are making provisions for health professionals in their institutions to engage in continuing education activities. The librarian should not be an exception. Specific programs in medical librarianship and general programs in personnel management, budget preparation, or medical terminology benefit the librarian.

THE LIBRARY IN THE HOSPITAL'S ORGANIZATIONAL CHART

The librarian should be a department head reporting to the hospital administrator, the education or information division, or to the individual best able to assist the library in its role of supporting the patient care, education, and research activities of the institution. By participating as a department head in management and planning activities, the librarian is able to plan for the hospital's future information needs.

LIBRARY STANDARDS

The Accreditation Manual for Hospitals, published by the Joint Commission on Accreditation of Hospitals, includes a standard on "Professional Library Services." The hospital librarian, working with the hospital administration, ensures that the library is in compliance with the standard.

The Medical Library Association has published Minimum Standards for Health Science Libraries in Hospitals. This document is deisgned to aid in assessing the quality of hospital library services and to assit in planning facilities and services.

The Regional Medical Library also provides guidance on standard library practice and service.

THE LIBRARY COMMITTEE

A library committee established by the hospital may consist of the hospital administrator, the librarian, and representation from the medical

staff, nursing, and allied health disciplines. The librarian prepares an agenda for each meeting based on the issues which need to be considered. The library committee meets at regular intervals, at least twice per year. The functions of the library committee are:

1. to establish and to interpret the policies of the library to its users,

2. to review the library's effectiveness in meeting the information and educational needs of its users,

3. to foster the development of the library, and

4. to advise the librarian regarding the selection of books, journals, and audiovisuals, on an "as needed" basis.

THE LIBRARY FACILITIES

Easy access to library materials is essential for users. The library needs to be centrally located for the entire hospital staff and large enough to house the collection itself as well as shelving space for future acquisitions. To allow for the optimal use of its materials, the library should not function as a lounge or a conference room. It needs to have adequate lighting, seating, and tables for its users. It is also necessary for the librarian to have sufficient work space, a desk, typewriter, telephone, and other appropriate office equipment.

THE BUDGET

Hospital libraries have different sources of revenue, and they are often funded from a combination of different sources. Common sources of financial support are the hospital budget and/or staff dues. Contributions sometimes are solicited to augment the library's budget. Another source of funds which can be used either to establish a library or to expand an already existing one is a Medical Library Resource Improvement Grant from the National Library of Medicine. Information about resource grants can be obtained from the National Library of Medicine or the Regional Medical Libraries (see pages 70-71 for addresses).

It is useful for the librarian to have a specified amount of money each year for library operations. In order to have some idea of how much money is needed to manage the library, a budget is prepared. It covers:

1. Book purchases

2. Journal subscriptions

3. Audiovisual materials

4. Library reference tools

5. Librarian's salary

6. Library equipment: telephone, typewriter, shelving, etc.

7. Library supplies: forms, mailing labels, paper, etc.

8. Bindery costs (if you bind your journals)

9. Professional activities for the librarian

10. Interlibrary loan fees

11. Online database searching (e.g. MEDLINE)

During the year, the librarian keeps track of all library expenditures. This monitoring is especially important if the library does not have an established budget, or if the library operates as part of another department. A record of past expenditures can serve as a guideline for setting up a separate library budget.

SUPPLIES

Specially developed library supplies, such as book card pockets and interlibrary loan forms greatly assist in the organization and management of the library. These products are available from library supply companies which provide catalogs upon request describing their merchandise. These companies are listed in the yellow pages of the telephone book, library journal advertisements, and on page 56 of this Manual.

POLICIES AND PROCEDURES MANUAL

Each library differs from another not only in physical ways, but also in the procedures used to carry out the library's goals. It is important to document policies for services and the detailed, step-by-step descriptions of the procedures which are used routinely in providing services, such as circulating library materials, ordering books, getting journals ready to be bound, and disposing of old books. They may be kept in a loose-leaf notebook and are updated annually. The policies and procedures manual may be examined by the Joint Commission on Hospital Accreditation during an accreditation visit to the hospital. Your assistants, a new employee, or you (when memory fails) will find it a valuable tool.

REPORTS

A library is a service unit in a hospital. Its effectiveness is measured in part by the services it provides. The administration and key hospital staff should receive at least an annual report to document the library's accomplishments. This information may also be used to complete the questionnaire sent to each hospital by the Joint Commission on Hospital Accreditation prior to the accreditation inspection.

The annual report includes:

1. Circulation statistics

   The number of books, journals, and other library materials borrowed by the library users.

2. Reference statistics

   a. Ready reference: the number of questions answered by the librarian looking in one or two books or journals.

b. Bibliographies: the number of bibliographies compiled. If there are less than 25, list the subject of each bibliography.

c. Online Bibliographic Searches: the number of computer searches run for library users.

3. Interlibrary loan statistics

a. The number of books, journal articles, or audiovisuals requested from other libraries.

b. The number of books, journal articles, or audiovisuals provided to other libraries.

4. Acquisition Statistics

a. The number of books added to the collection during the year. Indicate the number of purchases and gifts separately.

b. The number of books discarded.

c. The number of missing books.

d. The total number of books in the library.

e. The number of new subscriptions for journal titles added during the year. Indicate the number of purchases and gifts separately.

f. The total number of journal titles received by the library during the year. Indicate the number of purchases and gifts.

g. The number of audiovisual materials acquired during the year. Indicate the number of purchases and gifts separately.

5. Budget

Include amounts spent for personnel, books, journals, audiovisual materials, equipment, supplies, telephone and postage, professional activities, interlibrary loans, online searches, and any other expenditures.

6. Special projects or exhibits

7. Librarian's attendance at workshops or meetings

8. Other

Comment on unusual activities during the year, special visitors, interesting projects, etc. Include plans for the future. To make annual report writing easier, keep daily statistics (see pages 8-9 for a sample form).

LIBRARY PROMOTION

The librarian must make the hospital and medical staffs aware of the library's resources and services. Building an outstanding collection is

useless if potential users do not know about it and the services you provide. Therefore, the time you spend on library promotion or public relations is time well spent. Pick and choose among the following suggestions listed below for promotional activities according to your available time and the needs you want to meet.

Publications

1. Annual report: Highlight special services or activities such as compiling bibliographies for a staff member writing a book or an article, receiving new library furniture, or commencing computer bibliographic search services.

2. Guide to the library: The guide can be a brochure or a typed page. Include information on services (e.g., reference, photocopy, and interlibrary loan), hours, how to contact library staff, circulation policies, and organization of the library.

3. Newsletter: Prepare a library newsletter or write a column for the hospital newsletter. Include listings of new library materials.

Information About the Library

1. Bulletin boards: Consider requesting space on a bulletin board in the cafeteria or in the educational conference rooms as well as in or near the library. Book jackets are eye-catchers, and some general library posters are fun and appropriate. (Write to American Library Association, 50 E Huron Street, Chicago, IL 60611, for a catalog. Special posters are produced each year for National Library Week in April.)

2. Presentations/Orientations: Suggest the library be part of orientation tours; make a brief presentation at orientation meetings. Offer to talk about library services at educational meetings.

3. Signs and Displays: Provide guidance on use of the library through signs and displays which is especially important if you are not in the library all of the time. Post library hours, both inside and outside the library, with a notice on how to contact library staff for assistance.

Events

Events, such as an open house or a book sale, take time for planning. Advance publicity is very important to ensure a good turnout. An open house is particularly good for publicizing a new or expanded library.

Stationery Items

1. Routing Slips: Remind users where information is coming from by attaching slips which identify the library as the source.

2. Bookmarks: Print the library's address, telephone number, and hours on the bookmarks which can double as routing slips.

FIGURE 1.1

HOSPITAL LIBRARY STATISTICS

For the Month of _____, 19__

ACQUISITIONS:	Books	Journal Titles	Audiovisuals
Purchases	____	____	____
Gifts	____	____	____
DISPOSITIONS:	Books	Journal Volumes	____
Discards	____	____	____
Losses	____	____	____
CIRCULATION:	Books	Journal Volumes	Audiovisuals
Loaned to users	____	____	____
INTERLIBRARY LOANS	Books	Journal Articles	Audiovisuals
Requests filled	____	____	____
Requests received but not filled	____	____	____
Items borrowed	____	____	____
REFERENCE			
Quick references	_____		
Bibliographies compiled	_____		
Online bibliographic searches	_____		
TECHNICAL PROCESSING			
Books and Audiovisuals cataloged	_____		
BINDERY			
Volumes bound	_____		
PHOTOCOPY			
Articles copied and/or number of exposures	_____		

STAFF

Library staff hours _____

Volunteer hours _____

MEETINGS

Number of hospital meetings attended by library staff and/or workshops _____

Number of library meetings attended by library staff _____

LIBRARY COMMITTEE MEETING

Date _____

Members present _____

HIGHLIGHTS

Note special services provided, notable accomplishments, etc.

Services

Good service is the most effective public relations tool. Your willingness to answer questions and track down material for people is the best means of promotion for your library. Some services, such as current awareness service (see page 45), serve as reminders of the library.

PROFESSIONAL ASSOCIATIONS

Since a hospital librarian is frequently the only librarian in the institution, it is essential that library personnel meet with other librarians to discuss common problems and to explore solutions. One vehicle for bringing these librarians together is the professional association. The Medical Library Association (MLA) is a professional organization whose purpose is to foster health sciences libraries, to promote the educational and professional growth of health sciences librarians, and to exchange medical literature among the members. MLA has regional chapters which also provide publications, programs, and continuing education for its members. For more information about membership and services for both MLA and its regional chapters, contact the Medical Library Association, 919 N. Michigan Ave. Ste. 3208, Chicago, IL 60611.

RECOMMENDED READING

Bradley, Jana, ed. Hospital Library Management. Chicago: Medical Library Association, 1983.

Darling, Louise, ed. Handbook of Medical Library Practice, 4th ed. 3 vols. (v. 3 not yet published as of early 1985). Chicago: Medical Library Association, 1982- .

Minimum Standards for Health Science Libraries in Hospitals. Chicago: Medical Library Association, 1984.

"Professional Library Services." In: Accreditation Manaual for Hospitals. Chicago: Joint Commission on Accreditation of Hospitals, published annually.

CHAPTER 2

COLLECTION DEVELOPMENT, ACQUISITIONS, AND PROCESSING OF LIBRARY MATERIALS

The library collection of books, journals, and audiovisuals must meet the information needs reflected in the hospital's services and programs. The librarian is responsible for developing the collection so it is up-to-date, accurate, and useful. Assessing the institution's information needs and selecting appropriate library materials are functions of "collection development."

SELECTION

The library should have a core collection of books and journals in various subject areas. A number of core collection lists are available to serve as selection guides. These lists are valuable in developing a core collection or reviewing an already established collection. Keep in mind that core lists are guides and not requirements--the institution's specific needs and health practitioners' preferences for one title over another will influence your selection of specific titles and subject areas of coverage. Here are citations to several core collection lists:

1. Brandon, Alfred N. and Dorothy R. Hill. "Selected list of books and journals for the small medical library," Bulletin of the Medical Library Association 71(2):147-75, April 1983.

2. Brandon, Alfred N. and Dorothy R. Hill. "Selected list of nursing books and journals," Nursing Outlook 32(2):92-101, March 1984.

3. Brandon, Alfred N. and Dorothy R. Hill. "Selected list of books and journals in allied health sciences," Bulletin of the Medical Library Association 72(4):373-91, October 1984.

4. Rubinton, Phyllis. "Establishing a Psychiatric Library," Hospital and Community Psychiatry 34(5):444-50, May 1983.

Reprints of these articles are available from many book dealers and from the Regional Medical Library.

Each year hundreds of new medical books and journals are published. In order to maintain a quality collection you must find out what is being published as well as obtain full bibliographic information for ordering. In addition to the core lists above, there are some other tools to assist you:

1. Publishers' catalogs or announcements

2. Acquisitions lists from area medical school libraries

3. National Library of Medicine Current Catalog--a quarterly publication of books and journals acquired and cataloged by the National Library of Medicine

4. Medical Books and Serials in Print--an annual publication of author, title, and subject indexes to medical books and journals available in the United States

5. Advertisements or book review sections in journals

In selecting a journal to add to the collection, consider whether it is indexed in Index Medicus, Abridged Index Medicus, Hospital Literature Index, Cumulative Index to Nursing and Allied Health Literature, or in another index received by the library. If the journals to which the library subscribes are included in one of the library's indexes, this will provide users a means of access to the information in the journal collection, and the journals will be better utilized.

A journal subscription is usually placed with the intention of continuing it indefinitely. However, it is important to spend money wisely; if a journal is not being used, do not continue the subscription. Make certain patrons know which journals are available. If in doubt about whether to order a particular journal, ask knowledgeable patrons and members of the library committee.

Solicit suggestions from library users as to what materials they would like the library to purchase. The form, REQUEST FOR A NEW LIBRARY PURCHASE, is helpful to get all the appropriate order information. (See Figure 2.1, page 13.) Some library users will make numerous suggestions, but you don't want to buy materials in just their fields. Your goal is to establish a balanced collection, which is one that includes materials in a variety of subject areas. You also want to review your interlibrary loan requests to consider for purchase those materials frequently borrowed. For expensive purchases you may want to have your library committee or a subject specialist review the material. Publishers and dealers are sometimes willing to provide a copy on approval, so that it can be reviewed in advance of purchase. You can also borrow a book or audiovisual on interlibrary loan in order to review it. Journal publishers will usually send a free sample issue on request.

ACQUISITIONS

Once you have decided what books and journals to purchase you are ready to begin the acquisitions process. Use the services of both a book dealer and a subscription agent so you can save time and money by avoiding numerous orders to individual publishers. While a discount of 10% is generally offered by medical book jobbers, subscription agents usually charge a fee, from 5% to 10% of the cost of your subscriptions. The service charge is money well spent when you utilize the agent's services to place orders, subscriptions, and claim late or missing journal issues.

Check with neighboring libraries to find out which companies provide good service in your area. Listed on page 14 are names and addresses of some book dealers and subscription agents.

FIGURE 2.1

REQUEST FOR A NEW LIBRARY PURCHASE

Requester _____ Date _____

Department _____ Telephone _____

Author _____

Title _____

Publisher _____

Publication Date _____ Price _____

Source of Information _____

Type of Purchase: _____ Book _____ Journal _____ Audiovisual

Comment:

Action:

Purchase _____

Hold for reviews _____

Disapproved _____

Duplicates available materials _____

Lack of funds _____

Other _____

Date reviewed for possible purchase:

BOOK DEALERS

Ballen Booksellers International
66 Austin Blvd.
Commack, Long Island, NY 11725

Major Scientific Books
1851 Diplomat
Dallas, TX 75381-9074

Matthews Medical & Scientific Books
11559 Rock Island Ct.
Maryland Heights, MO 63043

Rittenhouse Book Distributors
511 Feheley Dr.
King of Prussia, PA 19406

SUBSCRIPTION AGENTS

Ebsco Subscription Services
1st Ave. at 13th St.
Birmingham, AL 35203

F. W. Faxon
15 SW Park
Westwood, MA 02090

Majors Scientific Subscriptions
1851 Diplomat
Dallas, TX 75381-9074

Read-More Publications
140 Cedar St.
New York, NY 10006

Ordering Procedures--Books

First check your library catalog and order files to verify that the material you want is not already owned or on order. Use order form cards which have multiple copies (see Figure 2.2, page 15),* hospital stationery, or whatever form is required by the hospital's purchasing procedures. Specific bibliographic information, such as author, title, edition, publisher, publication date, is needed to complete the form. Make certain this information is correct by using one of the sources listed on pages 11-12. You can send a copy of the order form to the book dealer and keep the other copies. Follow your institution's purchasing procedures when ordering materials.

Whether you order directly from the publisher or a book dealer, order materials at regular intervals throughout the year. Review your order file periodically to see that all orders have been filled. If you have not received a response to a particular order within 30 days, contact the book dealer or the publisher.

Ordering Procedures--Journals

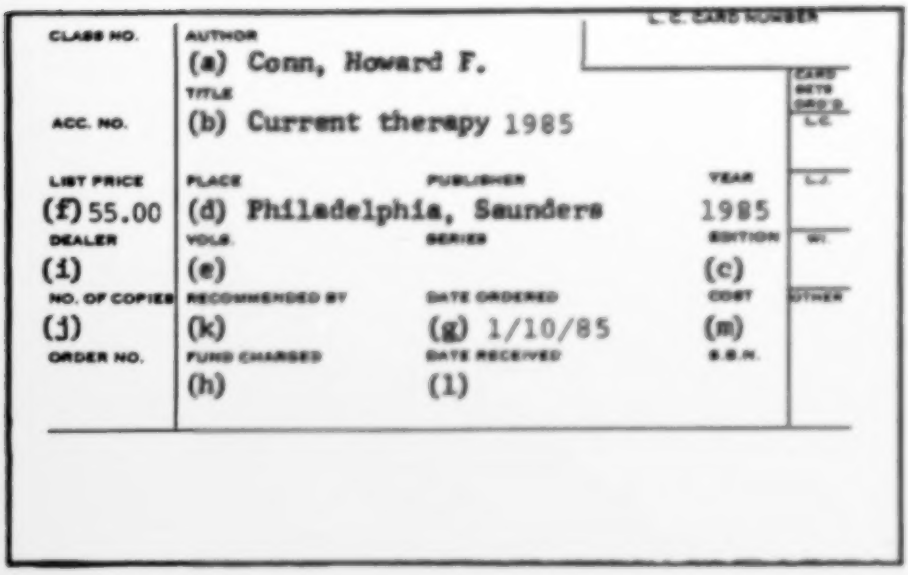
Ordering journals through a subscription agency will simplify placing orders, claiming missing issues, and renewing subscriptions. Since you receive an annual itemized invoice for all your subscriptions, you will save time and money through not having to issue individual payments to publishers. Subscription renewals and new orders are processed annually, usually in late summer.

When placing an order for a new journal, include information on the journal title; publisher or issuing society; publisher's address; annual subscription rate; and volume, issue and date with which your order is to begin. Most librarians find it easier to have subscriptions run on a calendar-year basis.

*See the list of library supply companies on page 58; forms and other supplies mentioned in this chapter can be obtained from these companies.

FIGURE 2.2

BOOK ORDER FORMS



Include the following information on the book order form:

a. First author's or editor's last name and first name or initials.

b. The exact and complete title--watch out for similar titles.

c. The edition--check carefully to see that you are ordering the most recent, up-to-date edition. When you are uncertain, you may wish to write "latest edition."

d. Publisher's name, place of publication, and date of publication.

e. Number of volumes, if more than one.

f. List price--the price mentioned in reviews, dealer lists, Medical Books and Serials in Print, etc.

g. Date ordered.

h. Account number to be charged.

i. Dealer or company from whom the book is to be ordered.

j. Number of copies.

k. Person who recommended the book and the name of any other patron to be notified when the book arrives.

When the book is received, note:

l. Date received.

m. Actual cost.

PROCESSING--BOOKS

As new books are received, the order file should be updated. The books should be identified as library property to ensure their safe return so others can use them. A rubber stamp reading "Health Sciences Library" along with your institution's name and address is an excellent way to identify them. Stamp the inside covers and the top and bottom edges of the books. After you property stamp the materials, affix book pockets, cards, and date due slips for those items which will circulate. (See Chapter 4 on circulation.) Get a stamp, "Library Use Only," for those materials which will not leave the library.

Consult Chapter 3 for information on cataloging and classifying books. The classification number and the author and title of the book should be typed on the book pocket and card. Type the classification number on a label and affix it to the spine of the book. Some libraries use a book-marking pen to write the classification number directly on the book's spine. Library supply catalogs describe a variety of labeling supplies; your budget and your needs will govern which type you choose.

Books which are heavily used often need repair. In addition to selling basic repair equipment and supplies, some library supply houses issue manuals on how to perform simple repairs. One item most librarians can put to good use is transparent mending tape. Before trying complicated repairs, the librarian is well-advised to practice on some old volumes ready for discarding. A book in need of extensive repair can be sent to a book bindery; the same company which binds journal issues rebinds books.

Before spending time or money repairing or rebinding a book, check if there is a newer edition available. It is better to purchase the new edition and discard the worn-out volume.

PROCESSING--JOURNALS

What is a Journal?

A journal is a publication that is issued at regular intervals and is intended to be published indefinitely. Most journals contain several articles on various topics written by different authors. In most cases, journals have paper covers and are published with volume and issue numbers and a date. Synonyms for the term journal include periodical and serial.

Journals started hundreds of years ago when scientists wrote letters to one another telling of their work and results. Later, letters were passed around among colleagues. Eventually, these were formally published as journals. Modern-day journals contain short communications of the results of experiments or clinical trials of drugs, descriptions of techniques or new diseases, etc. It takes less time to publish a journal issue than it does to publish a book, so health professionals rely on journals for the most current information on a topic. Journals are published in many languages by countries all over the world. In order to keep up with the progress of medical knowledge, it is necessary to know what is in articles in many journals.

In addition to articles, journals may contain information in the form of notices of meetings, book reviews, advertisements (including advertisements for new books and journals), and news items.

References to journal articles (citations) have several features which help in identifying and locating the articles. An illustration of a journal citation is:

1. Authors of the article

2. Title of the article

3. Journal title--this is usually the same for each issue of the journal

4. Date of issue

5. Volume number--a volume is comprised of multiple issues

6. Issue number

7. Beginning and ending pages of the article. Each journal issue may start with page 1 or each volume may start with page 1.

Each journal issue has a table of contents, and many journals have an index for each volume, but not all do.

Check-in Records

You should keep a record of the journal issues you receive in order to make certain you receive all of the issues. Standard forms such as the PERIODICALS RECORD on page 18 are very useful. You need one form for each journal title you receive. The forms are designed in various formats for different publication frequencies. The forms can be kept alphabetically by journal title in a notebook or file; library supply companies carry special periodical record binders. On the record for each journal title, indicate information such as the source, the beginning date of subscription, and the price.

FIGURE 2.3

PERIODICALS RECORD

Journal of the American Medical Association

PUBLISHER

SOURCE

FUND PRICE

GAYLORD 1047

ORDERED	BEGINS	EXPIRES	DATE or BILL	AMOUNT	ORDERED	BEGINS	EXPIRES	DATE or BILL	AMOUNT
11/82	1/83	12/83		55.00					
11/83	1/84	12/84		55.00					

12 1 monthly

CALL NO. NOS. PER VOL. VOLS. PER YEAR FREQUENCY

bindery color code

BOUND

PREPARED IN BINDERY

TITLE PAGE

INDEX

YEAR	SER	VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T.P.	I.	CLAIMED
1982		72	Bound														
1983		73	Bound														
1984		74	1	2	3	4	5	6	7								

4 frequency: weekly

CALL NO. VOLS. PER YEAR

BOUND

PREPARED IN BINDERY

CLAIMED

1984 VOL.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN 227							1							2							3							4			
FEB				5							6							7	(Sample)						8						
MAR				9							10							11							12						
APR 228	1							2							3							4							5		
MAY						6							7							8							9			
JUN			10							X claimed							12							13						
JUL 229	1							2							3									4				5		
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | BIND

Journal of the American Medical Association

TYPIST PLEASE NOTE - START ALL TYPING AT SAME POINT ON SCALE. THEN REMOVE THIS STUB. BE SURE YOU HAVE A WELL INKED RIBBON. CARE USED IN TYPING WILL IMPROVE REFERENCE DURING THE ENTIRE LIFE OF THE INDEX. TRY A FEW IN THE POCKETS TO SEE HOW THEY LOOK BEFORE TYPING THE ENTIRE LIST

GAYLORD 1048

BEST COPY AVAILABLE

To check in a journal:

1. Mark the year in the year column.

2. Indicate the volume for that year. Some journals are issued in more than one volume each year.

3. For a monthly journal, write the issue number in the box under the appropriate month as the journal is received.

4. For journals that come weekly or twice a month, under the date mark the number of each issue as it comes in.

5. Review your check-in records at least quarterly to see that you are receiving the journals you ordered. Claim those that have not come in (see below).

6. Stamp the cover of each journal issue with the library property stamp and the date of receipt.

Claiming Missing Issues

If you have a subscription agent, the agent will supply forms for claiming an issue never received. If you order from the publisher, you will have to write to the publisher's business office. If you need to replace a missing issue (other than a current issue), you may be able to obtain the issue through a medical library which participates in a duplicate journals exchange program. Your Regional Medical Library (see Chapter 10) may be able to direct you to an appropriate source. The Medical Library Association has an exchange program in which its institutional members may participate. For further information write: Medical Library Association, 919 North Michigan Avenue, Chicago, IL 60611. Individual articles from missing issues needed by patrons may be requested through Interlibrary Loan (see Chapter 8).

Binding Journals

Binding is the process of putting the journal issues that comprise each volume into hard covers. Binding protects the journals, and it reduces the number of lost issues. However, binding is expensive. It also means that in order to circulate one issue, all the issues bound with it must circulate, and journals are away from the library for several weeks or months while they are being bound. It is not recommended that smaller hospital libraries bind their journals; medium-sized hospital libraries and large hospital libraries should bind only those journals they will keep for over 3-5 years. Some libraries bind only those journals that do not stand on the shelf, are difficult to keep in order, or are subject to loss.

If you bind journals, here are some guidelines:

1. Select a reliable bindery; check with nearby libraries to see who does their binding.

2. Bind journals as soon as a volume is completed. This will usually mean the largest shipments to the bindery will be in July and January.

3. Arrange with another hospital library in your area to send shipments at different times so you both will not be missing the same volume at the same time.

4. If the volume includes an index, have that bound in with the volume. Sometimes the index is part of the last issue; sometimes it arrives months later. Find out whether you will need to wait for the index before binding.

5. Follow the procedures required by your bindery for each completed volume you are sending to be bound.

Shelving and Display of Journals

To keep unbound journals standing upright and relatively neat, you can store them in pamphlet boxes or Princeton binders. Whatever method you use, they should be arranged so the user can easily select the title and issue that is wanted. Shelve journals in alphabetical order by title, then by date of publication.

A service many patrons appreciate is the display of recently received journal titles. Many librarians use special slanted shelving; however, a space on a table or shelf with a sign also works well. You may wish to display them for one week or until the next issue comes in.

Journal Holdings List

At the beginning of each year, after any subscription changes or additions have been made, you should compile a list of the journals the library receives ("holds"). List the journals in alphabetical order by title and indicate the years the library owns:

American Journal of Medicine	1982-
American Journal of Nursing	1981-
Archives of Internal Medicine	1981-

The hyphen indicates the journal is currently received. Distribute copies of the holdings list to hospital staff and to neighboring libraries.

GIFTS

Gifts can be a welcome addition to a library, but they also can be a headache. For this reason you want to establish gift policy and procedures. Here again, solicit ideas from your library committee. An effective policy is to accept the gifts with the condition that you can do with them as you deem necessary. This could mean incorporating them into your collection, selling them, or even discarding them. Acknowledge gifts with a thank-you letter to the donor. List the items received, but do not assign a monetary value to the donations. That is the donor's responsibility. Journal gifts usually cannot replace the library's

journal subscriptions. Unless you are certain that a donor will contribute issues promptly and regularly, do not cancel the library's own suscription.

DESELECTION/WEEDING

Just as you select library materials through collection development activities, you should also deselect outdated items, a process often referred to as weeding the collection. Outdated or unwanted items should be removed from the collection and discarded. Include a section on weeding in the written collection development policy contained in the library policies and procedures manual.

In many libraries, weeding only takes place when space runs out, but weeding on a regular basis is a good idea. If you do an inventory, as you are reviewing the collection you may identify items which should be discarded.

How Long Should Books and Journals Be Retained?

When space is at a premium, superseded editions of books are discarded as new editions are received. The decision to keep or discard older issues of journals depends on their use at your library, their availability on interlibrary loan, and the space available to you. It is expensive to store journals, but it is also expensive and time-consuming to borrow them. Retaining journals for 5 to 10 years is recommended unless space is severely limited. If your staff utilizes journals that contain large amounts of x-rays, electron microscopy pictures, pathology photographs, or other illustrations that do not photocopy well, you may wish to keep a longer file of these journals. Space limitations may force some libraries to place part of the collection in storage. Unless it is accessible or is for only a short period, storage is not recommended.

CHAPTER 3

ORGANIZING LIBRARY MATERIALS-- CATALOGING AND CLASSIFICATION

BOOKS

"A library catalog is an organized description of what is in the library and where it is shelved. It's main purpose is to reduce the amount of time it takes users to determine whether the library has material useful to them and to locate material within the library."[1] A library catalog "consists of a description of each item, which is retrievable by several of its important characteristics used as 'access points'; for example, the same book may be located by its author's name, its title, or its subject matter. In card catalogs... several copies of each description exist and are appropriately filed under the various access points being described."[2]

Information on the Catalog Card (see samples on pages 24-25)

1. Author's name if the book was written by an individual
   a. If the book was written by two or three people, use the first author mentioned.
   b. If the book was written by more than three people, record the title first on the card instead of an author's name.
   c. An editor is not considered an author, so again in this case, record the title first.
2. Complete title and subtitle
3. Statement of responsibility (author statement)
   a. The names of the first three authors (or editors) are listed after the title on the catalog card.
   b. If there are more than three authors, list only the first one; additional authors will be represented by the statement "and others" or "et al"; this applies to editors as well.
4. Edition (if other than the first)
5. Publication area: place of publication, publisher, date of publication

---

[1] Humphries, Betsy L. in Handbook of Medical Library Practice, ed. by Louise Darling, vol. 2, (Chicago: Medical Library Association, 1983), p.183-

[2] Ibid., p.184.

6. Pagination, number of volumes, and a note if the volume is part of a series

7. Tracings

   a. Subject headings

   b. Additional authors' names (if there are any) or the first author's name and additional authors' names if the book fits the description listed above in 1.b. or 1.c. the editor(s)' names.

   c. Title

   d. Series (if there is one)

8. Call Number (classification number and Cutter number) if the volume is classified. (See page 26 on "Classification.")

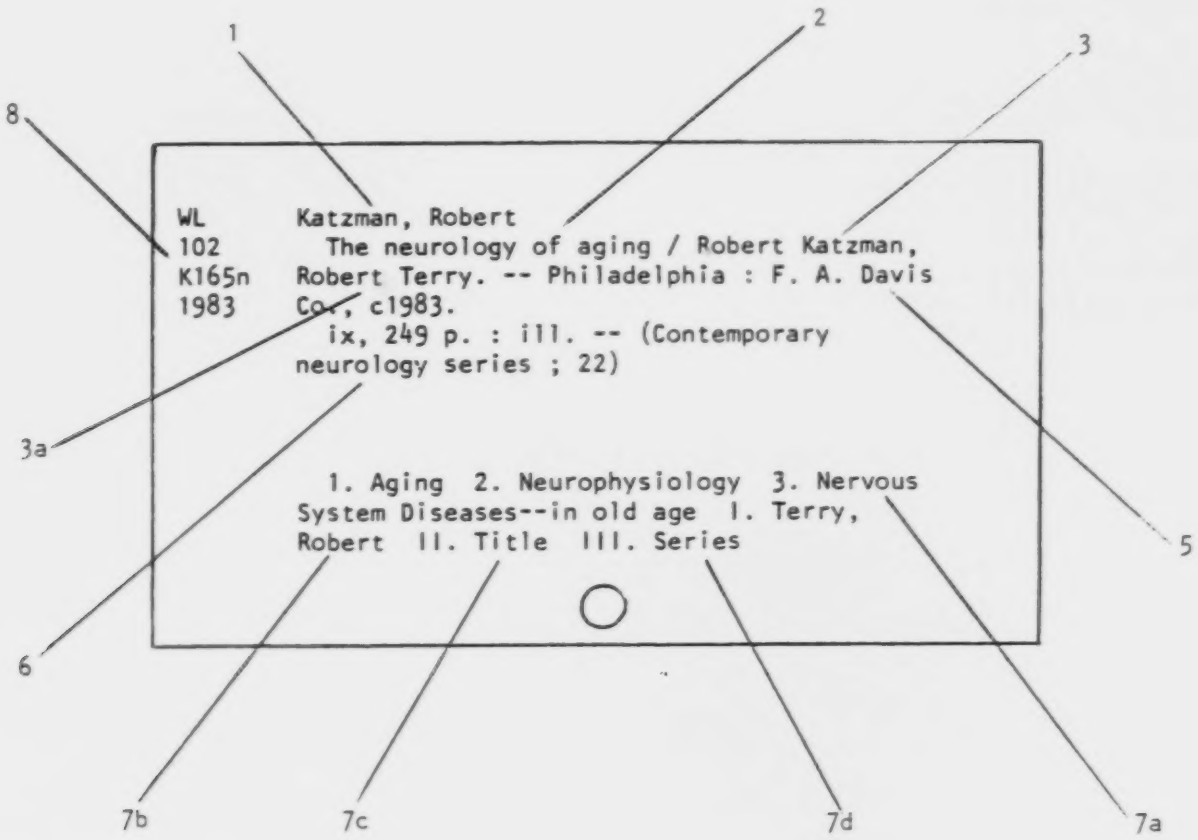
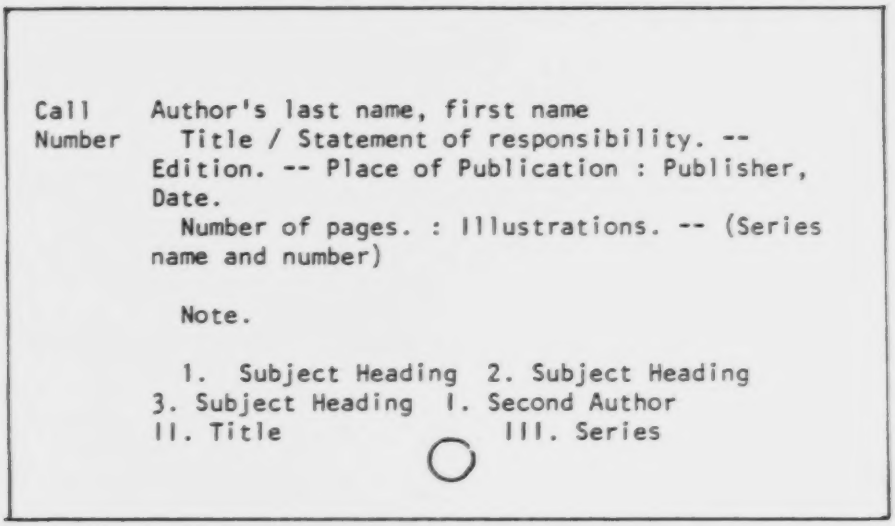


FIGURE 3.1

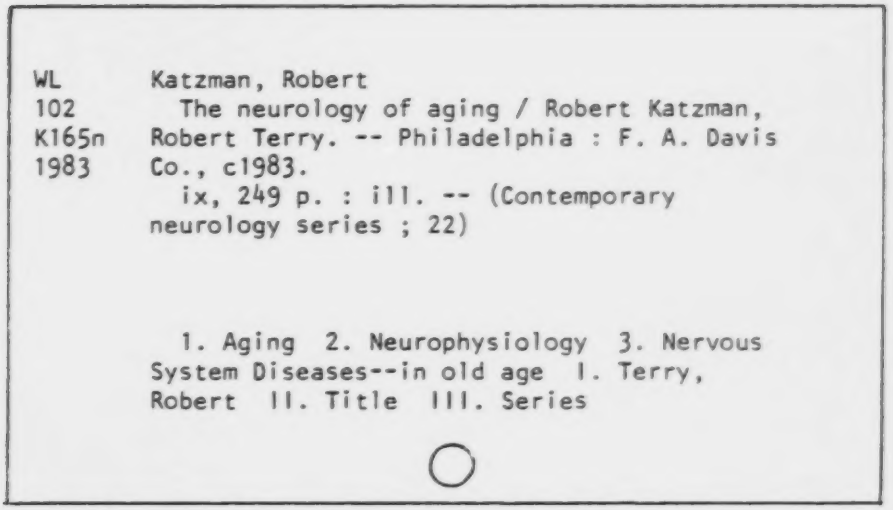
INFORMATION ON THE CATALOG CARD

FIGURE 3.2

CATALOG CARD FORMAT


Call Number
Author's last name, first name
Title / Statement of responsibility. -- Edition. -- Place of Publication : Publisher, Date.
Number of pages. : Illustrations. -- (Series name and number)
Note.
1. Subject Heading 2. Subject Heading 3. Subject Heading I. Second Author II. Title III. Series

SAMPLE CATALOG CARD


WL
102
K165n
1983
Katzman, Robert
The neurology of aging / Robert Katzman, Robert Terry. -- Philadelphia : F. A. Davis Co., c1983.
ix, 249 p. : ill. -- (Contemporary neurology series ; 22)
1. Aging 2. Neurophysiology 3. Nervous System Diseases--in old age I. Terry, Robert II. Title III. Series

Subject Headings

Most health sciences libraries use the list of subject headings developed by the National Library of Medicine, entitled Medical Subject Headings (MeSH). The subject heading(s) used to describe a book are selected from MeSH with the following guidelines:

1. Select headings that describe the major subjects of the book.

2. Select as specific a heading as possible. Do not select "Head" for a book on diseases of the middle ear; use "Ear Diseases" instead.

3. Select only as many headings as needed, which are usually one to three, to describe the major topics of the book.

Classification

When there are only ten or twenty books on a few shelves, library users can easily find their specific book or a book the library has which interests them. As the number of books increases, it takes more and more time to find them, hence, some type of system for arranging the items becomes necessary. If your users take more than a minute or two to find the book they seek, your library needs to be classified. If you have more than 60-100 books, you need at least a simple classification system for arranging the books by subject.

A simple classification system is to select the medical, nursing, or allied health specialties discussed in each book. Then make a spine label with the specific specialty for each book, label a section of shelving with the particular specialty, and then finally group the books by the assigned specialty. Thus, if you have three obstetrics books, put them together on the "Obstetrics" shelf. Depending on your book collection you would also have such specialties as "Nursing," "Cardiology," and "Radiology."

Collections of over 200-300 books should be arranged in some order so users can rapidly find what they want. Most librarians use a subject classification system to arrange their books on the shelves. The two widely used general classification schemes are the Dewey Decimal Classification and the Library of Congress Classification. Since medical library collections need a very detailed classification of medical and health-related subjects, several special classification systems have been developed. The most current system was developed by the National Library of Medicine: National Library of Medicine Classification, 4th rev. ed., 1981 (for order information, see the Appendix). An outline of the subject classes of the National Library of Medicine classification system appears on page 27.

The NLM classification is an alpha-numeric system. Each subject division and subdivision is assigned a combination of letters and numbers which is unique. The letter combinations represent broad subject categories, while the numbers represent specific aspects of a subject. For instance, WS represents the subject area of pediatrics, and 100 is the number for general works. Thus WS 100 would be a general textbook in the field of pediatrics. Follow these guidelines for classifying a book:

1. Classify a book by its subject.

2. The title and subtitle of the book will usually indicate the subject of the book. Sometimes it will be necessary to read the preface, the table of contents, and index to determine the subject scope of the book.

3. If the book deals with two or more subjects, select the one which appears to receive the most emphasis.

4. After you have decided on the subject, find the classification code for this subject in the classification scheme (e.g., QY for a book on clinical pathology). Then identify the number for the specific aspect of the subject (e.g. QY 17 for an atlas of clinical pathology). Use the index of the NLM Classification as an aid in finding where a specific subject fits into the system.

5. Label the spine of the book with the classification numbers. Books are arranged on the shelf by classification numbers so that books on similar subjects will be grouped together.

FIGURE 3.3

NATIONAL LIBRARY OF MEDICINE CLASSIFICATION SYNOPSIS OF CLASSES

PRECLINICAL SCIENCES

QS	Human Anatomy	QW	Microbiology and Immunology
QT	Physiology	QX	Parasitology
QU	Biochemistry	QY	Clinical Pathology
QV	Pharmacology	QZ	Pathology

MEDICINE AND RELATED SUBJECTS

W	Medical Profession	WK	Endocrine System
WA	Public Health	WL	Nervous System
WB	Practice of Medicine	WM	Psychiatry
WC	Infectious Diseases	WN	Radiology
WD 100	Deficiency Diseases	WO	Surgery
WD 200	Metabolic Diseases	WP	Gynecology
WD 300	Diseases of Allergy	WQ	Obstetrics
WD 400	Animal Poisoning	WR	Dermatology
WD 500	Plant Poisoning	WS	Pediatrics
WD 600	Diseases by Physical Agents	WT	Geriatrics. Chronic Disease
WD 700	Aviation and Space Medicine	WU	Dentistry. Oral Surgery
WE	Musculoskeletal System	WV	Otorhinolaryngology
WF	Respiratory System	WW	Ophthalmology
WG	Cardiovascular System	WX	Hospitals
WH	Hemic and Lymphatic Systems	WY	Nursing
WI	Gastrointestinal System	WZ	History of Medicine
WJ	Urogenital System		

In addition to the NLM classification number, additional elements can be added to the call number (location code) to assist in arranging the book on the shelf. If there are several books with the same classification number, they may be arranged on the shelf alphabetically by author. Large libraries use Cutter Tables, named after their originator, Charles Cutter, to assign a number after the first initial of the author's last name so books can easily be shelved in order. In a small library use only the classification number, taking no note of the author's last name, or you may use the first initial of the last name. For example, the call number for Nelson's Textbook of Pediatrics would be:

WS
100
N
1983

A book on pediatrics by Gellis would be:

WS
100
G
1984

And thus, the Gellis book is shelved before Nelson's text.

A medium-size library might wish to use the following simple table devised by the Library of Congress:

FOR LAST NAMES OF AUTHORS BEGINNING WITH VOWELS (OR S) FOLLOWED BY CONSONANTS:

b	d	l	m,n	p	r	s,t
2	3	4	5	6	7	8

FOR LAST NAMES OF AUTHORS BEGINNING WITH CONSONANTS FOLLOWED BY VOWELS (OR R):

a	e	i	o	r	u	v
3	4	5	6	7	8	9

To use this table:

a. Select the first initial of the last name of the first author.

b. Select the appropriate number for the second letter in the author's last name.

c. If no number seems immediately appropriate, select the lower number of the two between which the second letter of the author's last name would fall.

Thus, for Nelson, the author symbol would be N4, for Gellis G4, for Armstrong A7, and for Allen A4. For Summers you would use S8. For Thayer you would use T4; since "h" is between "e" (4) and "i" (5), you would select the lower number (4).

Catalog Card Set

When you have identified all of the information needed for the catalog card (see page 23-24), including selecting the appropriate subject headings and assigning the classification number, you need to create a complete set of cards to file in the catalog. The various cards will be filed at points where a user might logically try to look up a book. The catalog card set (a sample appears on page 30) includes the following:

1. Main entry card

   This is the basic card upon which you recorded all of the cataloging information. For each book, the set of catalog cards is created using this basic card. Copies of the basic or "main entry" card have the additional entries typed on the line above the main entry. (The main entry is the first line of your basic card.) The main entry may be an author (see the sample card on page 25 or it may be a title (as in the example on page 30).

2. Additional entry cards

   a. Title card

      If the title is the main entry, no additional title card is necessary. If the main entry is an author, make an additional entry card for the title; type the title line above the author's name.

   b. Author card(s)

      If the main entry is the first of several authors, make additional entry cards for the second and third authors. If the title is the main entry, make additional entry cards for up to three authors or editors. (Three is a somewhat arbitrary number; this rule simply recognizes that it is not practical or useful to make a large number of cards representing numberous individuals associated with writing the book.) Type the author's name on the line above the main entry, last name first.

   c. Subject card

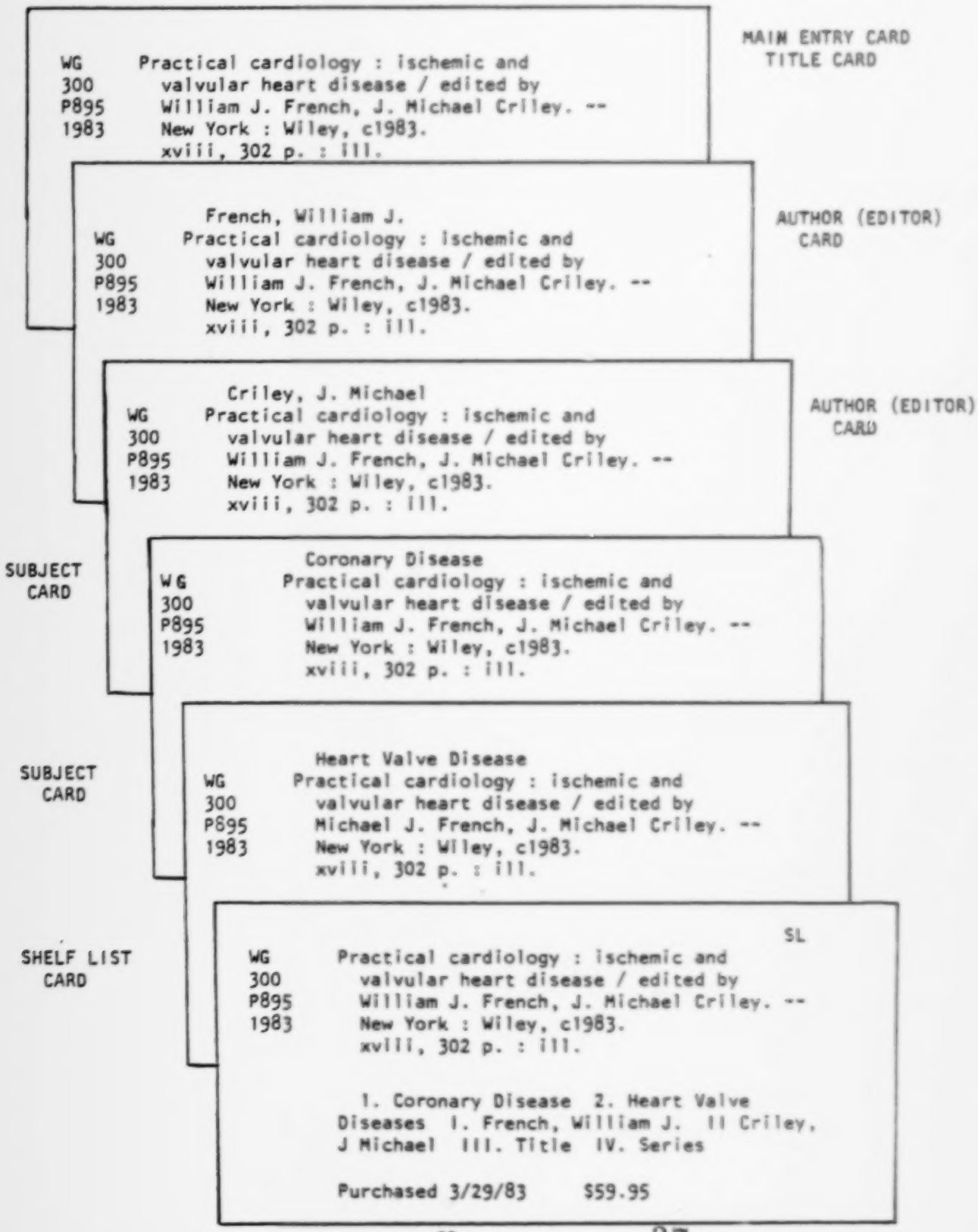
      For each subject heading used to describe the contents of the book, a copy of the basic card is made and the appropriate subject heading is typed above the main entry.

   d. Series card

      If there is a series, the series name and number are typed above the main entry on another copy of the basic card.

FIGURE 3.4

CATALOG CARD SET


MAIN ENTRY CARD
TITLE CARD
WG
300
P895
1983
Practical cardiology : ischemic and
valvular heart disease / edited by
William J. French, J. Michael Criley. --
New York : Wiley, c1983.
xviii, 302 p. : ill.
AUTHOR (EDITOR)
CARD
French, William J.
Practical cardiology : ischemic and
valvular heart disease / edited by
William J. French, J. Michael Criley. --
New York : Wiley, c1983.
xviii, 302 p. : ill.
AUTHOR (EDITOR)
CARD
Criley, J. Michael
Practical cardiology : ischemic and
valvular heart disease / edited by
William J. French, J. Michael Criley. --
New York : Wiley, c1983.
xviii, 302 p. : ill.
SUBJECT
CARD
Coronary Disease
Practical cardiology : ischemic and
valvular heart disease / edited by
William J. French, J. Michael Criley. --
New York : Wiley, c1983.
xviii, 302 p. : ill.
SUBJECT
CARD
Heart Valve Disease
Practical cardiology : ischemic and
valvular heart disease / edited by
Michael J. French, J. Michael Criley. --
New York : Wiley, c1983.
xviii, 302 p. : ill.
SHELF LIST
CARD
SL
Practical cardiology : ischemic and
valvular heart disease / edited by
William J. French, J. Michael Criley. --
New York : Wiley, c1983.
xviii, 302 p. : ill.
1. Coronary Disease 2. Heart Valve
Diseases I. French, William J. II Criley,
J Michael III. Title IV. Series
Purchased 3/29/83 $59.95

3. Shelf list card

   This is a copy of the basic card, to which optional information on price, date acquired, multiple copies, and date discarded can be added to the bottom or the reverse side of the card. The shelf list cards are arranged by call number. This file is in the same order as the books on the shelves and is used to inventory the collection.

Card Catalog Files

1. Keep one public file with author, title, and series cards interfiled alphabetically for each book.

2. Keep a second public file with subject cards for all subject/headings selected for each book. These cards are arranged alphabetically by subject headings so the user has multiple access points in identifying the books.

3. Keep a shelf list file for your records and inventory purposes. Here the cards are arranged by call number (classification number) in exactly the same order as the items appear on the shelves. Hence, the name shelf list. If it is convenient, keep this file next to the author title and subject files; it may serve as a valuable aid to users, for they can browse the shelf list as they would the shelves.

Filing Rules

1. Alphabetize word by word, alphabetizing letter by letter within each word.

   Example:

   Hospital Management
   Hospital Topics
   Hospitals

2. Abbreviations and numbers are alphabetized as if they were spelled in full.

3. Ignore the first word of a title if it is a, the, etc.

4. Hyphenated words are treated as separate words.

5. "Mc" is always filed as "Mac."

Sources of Cataloging Information

The librarian in a small library need not spend a great deal of time on cataloging, but rather should provide reference and other services. To save time, purchase preprinted catalog cards or copy cataloging information from sources such as those listed on the following pages.

1. Preprinted catalog card sources

Preprinted catalog card sets are available from various companies:

Marcive, Inc. (supplies card sets and labels)
P.O. Box 12408
San Antonio, TX 78212
(800) 531-7678

Medical Library Service, Inc. (supplies card sets)
364 Green Hill Road
Madison, CN 06443
(203) 245-1388

Contact these companies directly for price and order information.

2. Copy cataloging sources

a. NLM Current Catalog

The NLM Current Catalog, available on subscription from the U.S. Government Printing Office (see Appendix) contains complete cataloging information for the books and serials which the National Library of Medicine and a few other large biomedical libraries have processed for their collections. When looking up a book, start with the NLM Current Catalog edition which has the same publication date as the book's. Check the next three or four years of the Catalog since NLM may not have cataloged a book with a 1979 publication date until 1982. Complete cataloging information appears only in the Name and Title Section. Since information from the NLM Current Catalog must be rearranged somewhat to conform to catalog card format, type the basic catalog card and then create the card set.

b. Cataloging in Publication (CIP)

Some books contain the essential cataloging information on the reverse side of the title page. The cataloging is done during preparation of the book for publication, thus the name, "cataloging in publication" or "CIP." CIP will give you the main entry and the added entries, the subject headings, and the classification number. Use the subject headings and classification number following the code "DNLM." This code indicates that the information was prepared by the National Library of Medicine. Refer to the book itself for the complete title, author statement, edition, publication information, pagination, etc. Then type the basic catalog card and create the card set.

C. CATLINE

CATLINE is the National Library of Medicine's CATalog onLINE. The NLM Current Catalog is a product of the CATLINE computer database, which is part of MEDLARS. Many hospital librarians who have access to CATLINE are willing to do searches for other libraries, so you have a source of copy cataloging information

even if your library is not an online center. Check the PSRMLS Directory of Health Sciences Libraries: Arizona, California, Hawaii, Nevada for institutions which provide online searches to unaffiliated users. Here again, transfer the CATLINE information to the catalog card and produce a card set.

For those librarians interested in learning more about cataloging, the following publications are helpful:

Graham, Elaine. Cataloging Policies and Procedures for the Hospital Library, 3rd ed. Los Angeles: University of California, Biomedical Library, Pacific Southwest Regional Medical Library Service, 1982.

Darling, Louise, ed. Handbook of Medical Library Prac ice. 3 vols. Chicago: Medical Library Association, 1982- . V.2: Technical Services in Health Science Libraries.

JOURNALS

To provide access to the journals in the library collection, develop a journal holdings list which includes the journal titles received by the library in alphabetic order and the year the library began its subscription. For example:

American Journal of Obstetrics and Gynecology, 1979-

American Journal of Radiology, 1980-

American Nurse, 1978-

British Medical Journal, 1975-

Cancer, 1980-

Gastroenterology, 1977-

New England Journal of Medicine, 1978-

The most convenient shelf arrangement for journals is in alphabetic order by journal title. This arrangement makes it easy for the user to go directly to the shelf to find a particular journal. In alphabetizing journal titles, use each word in the title except "the" or "a" at the beginning of the title.

The following titles are alphabetically arranged using all words in the title except the initial article:

American Journal of Medicine

Annals of Internal Medicine

Journal of Pediatrics

The Journal of the American Medical Association

Surgery, Gynecology and Obstetrics

Not all libraries alphabetize journals in this manner. Another way to alphabetize journals is to ignore all articles and prepositions:

American Journal of Medicine

The Journal of the American Medical Association

Journal of Pediatrics

Some libraries alphabetize journals by using corporate entries where applicable in addition to title entries. In this case where the name of a body of people is used in the title, the journal is filed under the name of the body of people.

American Journal of Medicine

American Medical Association. Journal

American Medicine

Journal of Pediatrics

AUDIOVISUALS

Audiovisuals are cataloged and classified in much the same way as books. For more information on all aspects of managing audiovisual collecting, including cataloging audiovisuals, see:

Jacknowitz, Linda; Van Vuren, Darcy; and Kesti, Julie. eds, Principles of Managing Audiovisual Materials and Equipment. 2nd ed. Los Angeles: University of California, Biomedical Library, Pacific Southwest Regional Medical Library Service, 1983.

CHAPTER 4

CIRCULATION

It is necessary to establish a circulation system for the library's collection of books, journals, and audiovisuals so that users can check out library resources. A circulation system must:

1. provide easy use for both the library staff and users;

2. identify where the materials are once they leave the library;

3. identify when the materials will be returned to the library; and

4. provide a mechanism to ensure the ultimate return of the materials.

No matter what materials in the library collection you circulate, you need to first identify them as being owned by the library. Property stamp all of your books, journals, and audiovisuals (both software and hardware). Hence, if a medical textbook turns up in another department of the hospital, it can be easily returned to the rightful party, the library. (For specifics on the circulation of audiovisual hardware and software see the PSRMLS publication, Principles of Managing Audiovisual Materials and Equipment, 2nd edition, 1983.)

Manila book pockets are glued on the inside of each volume. Information typed on the pocket usually includes the volume's call number, author, and title. Each pocket has a card which fits inside it. (See Figure 4.1.) Here again, the card will include the call number, author, and title. (If you put a blank card in the pocket, users may sign their name, but may neglect to identify the material they are checking out.) Some libraries do not make permanent pockets and cards for individual journal issues, but make them up as the need arises. (See Figure 4.2.) However, making circulation cards for journal issues as well as books will alleviate the problem of missing issues resulting from users forgetting to fill out the card.

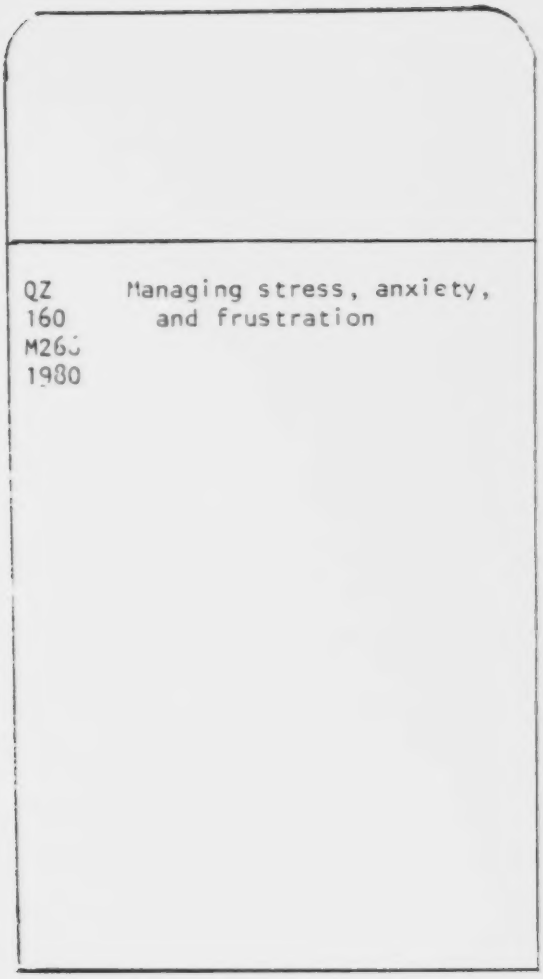
SELF SERVICE SYSTEM

Because there will be times when the library is open but not staffed, make your circulation system a "self service" one. Do a poster of easy directions on how to check out materials. Have a circulation box and cards readily available for users so they are more likely to check out materials rather than just walk out of the library with them. It is also a good idea to post your circulation policy to let people know how long they can have materials.

For your records, file the checked out materials by title. When an item is returned, cross off the borrower's name and return the card to the appropriate volume. This procedure is quick for users as well as staff, and you can determine immediately who has a specific title. The circulation file should be reviewed each week to identify overdue items. If an item is overdue, notify the borrower that it is time to return it.

FIGURE 4.1

BOOK POCKET AND BOOK CARD



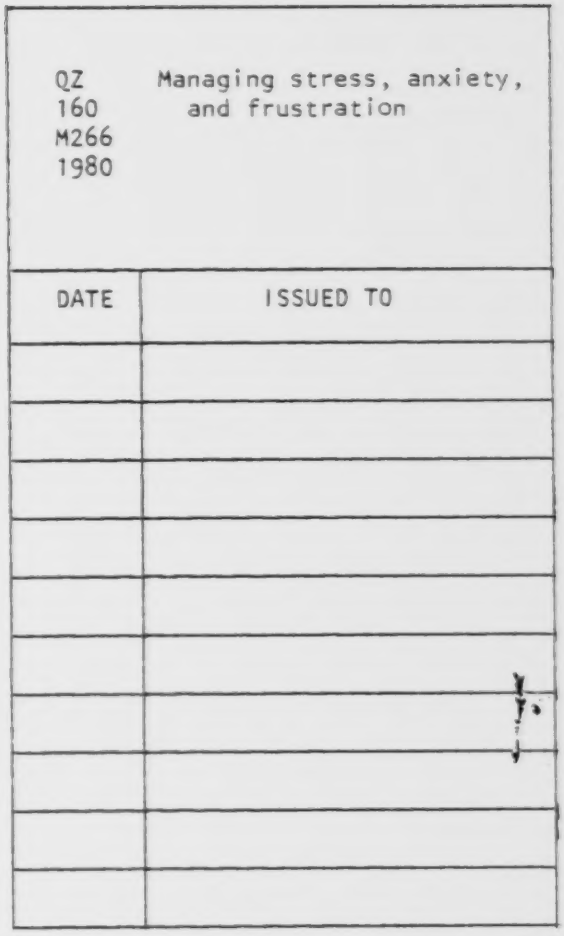
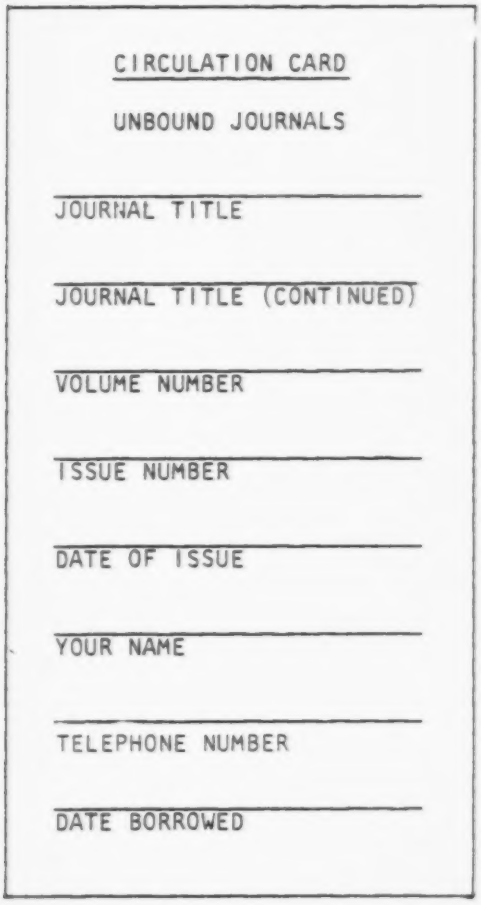


FIGURE 4.2

CIRCULATION CARD FOR JOURNAL ISSUES



STATISTICS

It is important to document your circulation activity. Circulation statistics give you information such as who uses your collection, what materials are popular, and who is a delinquent borrower. Such statistics form the basis for requests for additional monies, space, and personnel. Whatever method you use to document statistics, be sure the recording device or form is close to the actual circulation area to insure the statistics get recorded.

CIRCULATION POLICY

A written circulation policy tells users what they can expect from the library, as well as what is expected of them. Enlist your library committee for ideas. Here are some questions to ask when formulating your policy:

1. Who may borrow?
2. What is loaned?
3. How long does it circulate?
4. Where is it used?
5. For what purpose is it loaned?

You will also have to address the policy on overdue and lost items. Do you charge for a replacement copy? Are there overdue fines? What do you do with a chronic delinquent borrower? Here again, consult with your library committee, as well as other hospital librarians for their ideas. Post the policy in your circulation area so users are familiar with it.

You want to circulate your library collection in order to provide optimal access to your resources. Often library users do not have the time to spend in the library so they need the option of taking materials with them to their offices and homes. Books as a general rule are checked out for two weeks, while journal issues circulate for a shorter time. Many hospital libraries provide some sort of photocopying service so that most of the journal issues remain in the library for easy and immediate access. Materials designated as "reference" materials do not circulate.

CHAPTER 5

REFERENCE SERVICES

A health sciences library, along with being a source for books, journals, and audiovisuals, also provides reference services to its users. The purpose of reference services is to assist users in securing information and in using the library resources. It can be answering a specific question, locating journal articles on a given topic, or even alerting users to current publications which are of interest to them. In the patient environment, it is imperative that the information given to requestors is up-to-date and accurate.

ANSWERING REFERENCE QUESTIONS

In daily reference work a great many questions can be answered with a relatively small number of items, such as medical and hospital directories, medical dictionaries, drug lists, and medical handbooks. Here is a core list of reference materials for the hospital library. Order and price information is in the Appendix.

Directories

Just as the telephone book provides specific information (name, address, telephone number) about an individual, the following directories include data on physicians, hospitals, health organization, and medical meetings.

1. American Medical Directory

   a. Published by the American Medical Association (AMA).

   b. Lists all legally qualified American physicians in the United States, Puerto Rico, Virgin Islands, certain Pacific Islands, or who are temporarily located in foreign countries. AMA membership is not a requirement for inclusion.

   c. The following information is given for each physician: i) name, ii) address, iii) year of birth, iv) medical school attended and year of graduation, v) type of practice (private, research, intern, etc.), vi) specialty, vii) board certification, viii) organizational memberships.

   d. Arranged geographically with a name index.

2. Directory of Medical Specialists

   a. Three-volume set published about every two years.

   b. Lists all physicians certified by American Specialty Boards in 23 major medical specialties.

c. Arrangement

i) Physicians are listed under different boards (e.g., opthamology) then geographically by state and city.

ii) An alphabetical name index of all physicians follows the speciality sections.

iii) The entries use abbreviations extensively.

d. Each individual physician entry includes:

i) Name and certification

ii) Birth date and place

iii) Education

iv) Internship and residency

v) Military service

vi) Teaching positions

vii) Present position

viii) Professional memberships

ix) Office address and telephone number

e. Other data available for each specialty board

i) Composition of the board members

ii) Requirements for certification

3. American Hospital Association Guide to the Health Care Field (AHA Guide)

a. Published annually

b. Health care institutions registered by AHA are listed alphabetically by state and city

c. Alphabetical name index of institutions

d. Hospital entry includes:

i) Name and address

ii) Name of administrator

iii) Type of institution (federal, state, city, etc.)

iv) Number of beds

v) Special facilities and services

vi) Expenses

vii) Personnel

e. Information on the American Hospital Association

i) Membership lists

ii) Officers

f. List of organizations and governmental agencies

4. JAMA (Journal of the American Medical Association)

a. JAMA is the official publication of the American Medical Association; it is published weekly.

b. JAMA publishes five "Reference Directories" scheduled intervals:

i) Meetings in the United States: covered in the first issue of each month, the meetings are listed chronologically, then alphabetically by name of meeting

ii) Organizations of Medical Interest: listed four times a year

iii) Meetings outside of the United States: listed four times a year, the meetings are arranged chronologically and then alphabetically by name of meeting or organization

iv) State Medicial Meetings/Examination and Licensure: appear four times a year

v) Directory of AMA Officials: published semiannually following the AMA Annual and Interim House meetings

c. The special issue, "Continuing Education Courses for Physicians," is issued each January as a separate publication giving information on educational courses in the United States for physicians.

d. The last issue of the year covers medical education in the United States. Information on graduate and undergraduate education is included along with statistics on medical education.

Drug Handbooks

1. AMA Drug Evaluations

a. Joint effort of the AMA Department of Drugs and the American Society for Clinical Pharmacology and Therapeutics.

b. Includes information on therapeutic indications and on the nomenclature, use, availability, pharmacology, and effectiveness of drugs.

c. Arranged according to therapeutic classifications (e.g., cardiovascular-renal agents, etc.)

d. Lists most nationally distributed drugs

2. PDR: Physicians Desk Reference

Provides essential prescription information on major pharmaceuticals. Published annually in cooperation with the manufacturers whose products are described. Note: the manufacturer provides all the descriptions of the products.

Seven color-coded sections:

a. Manufacturer's index

b. Product name index

c. Product category index

d. Generic and chemical name index

e. Product identification

f. Product information

Handbooks

1. Merck Manual

a. A handbook of diagnosis and therapy

b. Primary objective is for up-to-date information in one handy, readable compendium

c. Includes etiology, diagnosis, pathology, treatment, and prognosis of various diseases

d. Mainly medical coverage (as opposed to surgical)

e. Contains special sections on nursing, medical, and laboratory procedures

2. Current Medical Diagnosis and Treatment

An annual publication intended to serve as a useful desk reference on widely accepted techniques currently available for medical diagnosis and treatment. Deals primarily with internal medicine disorders. Specific references to the clinical literature and general bibliographies are included as a guide to further study. For each condition information is given on:

a. Essentials of diagnosis

b. General considerations

c. Clinical findings

d. Treatment

e. Prognosis

3. Current Therapy

a. Compilation of the most recent therapeutic methods used in treating various disorders

b. Arrangement is by general subject such as cardiovascular system or metabolic disorders

c. Within each section are specific articles written by physicians actively engaged in the field.

Dictionaries

1. Dorland's Illustrated Medical Dictionary

Official authority used by the Index Section of the National Library of Medicine.

2. Stedman's Medical Dictionary

3. Dictionary of Medical Syndromes

Gives information on syndromes such as synonyms, symptoms and signs, etiology, pathology, therapy, diagnostic procedures, and prognosis. Includes bibliographies and an index.

COMPILING BIBLIOGRAPHIES

Another service the librarian provides for the hospital staff is to compile bibliographies or lists of articles and books on specific subjects or by a particular author. Using indexes (e.g. Index Medicus), the librarian can gather references to articles on the requested subject.

Accepting the Request

1. Obtain as much information as possible from the requester, including a clear understanding of what is wanted.

2. Suggested questions to ask the requester:

a. Do you want only English articles or will any language do?

b. How current do you want the material? Six months? Three years? Ten years?

c. What is the emphasis? etiology? treatment? diagnosis?

Understanding the Request

1. Look up unfamiliar words in a medical dictionary. Note any synonyms or differences in spelling.

2. Check information in handbooks (e.g., Current Medical Diagnosis and Treatment).

3. Check textbooks for a more in depth discussion

Where to Look

1. Index Medicus

   The major index to the journal articles in medicine is Index Medicus. It is a monthly publication which indexes 2600 biomedical journals. More information on Index Medicus is on page 46.

2. Abridged Index Medicus

   It is a monthly publication which indexes 117 English-language clinical medical journals. A hospital library should have this or Index Medicus.

3. Cumulative Index to Nursing and Allied Health Literature

   a. Includes both allied health and nursing literature

   b. Bimonthly with annual cumulations

   c. English-language coverage only

   d. Also indexes new books in nursing and allied health.

4. Hospital Literature Index

   a. Covers administration, planning, and financing of hospitals and the administrative and financial aspects of health care delivery.

   b. English-language coverage only

   c. Quarterly with annual and five-year cumulations

Procedures to Follow

1. Select appropriate subject headings which may be unique to each index. Check the most recent cumulations of the index to get an idea of how much information to expect and to see if the subject headings selected are pertinent.

2. Starting with the most recent issue of the index, check each issue's particular subject headings.

3. For each relevant article, copy the complete reference on a slip of paper--3" x 5" index cards are excellent for this purpose.

4. Include at the bottom of the slip of paper the name of the index, date, volume, and page where the article was cited. This information is known as the verification source and used when you request the article through interlibrary loan.

5. Organize the references to articles chronologically and then give the slips (or type up the bibliography) to the requester.

The format of citations or references in indexes is explained on page 47. A detailed explanation on using Index Medicus and Abridged Index Medicus appears in Chapter 6. The explanation can be applied to the use of all the indexes mentioned above. Information on using MEDLINE to obtain computer-produced bibliographic searches is given in Chapter 7.

CURRENT AWARENESS

One method of providing current awareness service is to assist health practitioners in keeping up with what is published. To do this, you can photocopy the tables of contents from selected journals and route them to interested individuals or departments with an offer to photocopy articles of particular interest. If your time is limited, perhaps you can find a volunteer to assist with photocopying. Current awareness is a popular service; you may want to limit the number of tables of contents and articles you photocopy for an individual so that you don't overextend your service and hence lose the attraction of its timeliness. Providing current awareness service has an added bonus; it makes users aware of the library and its resources and services!

CHAPTER 6

INDEX MEDICUS AND ABRIDGED INDEX MEDICUS

Index Medicus (IM) is the major international index for over 2600 biomedical journals throughout the world. The National Library of Medicine publishes IM monthly. An annual cumulation is available and recommended; it must be purchased separately from the monthly subscription. IM is arranged in two sections: author and subject.

Abridged Index Medicus (AIM), indexes only 117 English language medical journals, predominately in clinical medicine. It, too, is a monthly publication and has the same format as Index Medicus. Here again, an annual cumulation is available and recommended, but must be purchased separately. Purchase either IM or AIM, according to need.

HOW TO USE INDEX MEDICUS AND ABRIDGED INDEX MEDICUS

Choosing the Subject Heading(s)

1. The subject headings used in IM and AIM are listed in the publication, Medical Subject Headings (MeSH), which is part of the Index Medicus subscription. AIM subscribers must order MeSH separately. Order information is in the Appendix.

2. Only MeSH subject headings are used. If you cannot find a particular heading in MeSH, consult a medical dictionary or Permuted Medical Subject Headings for additional synonyms which may be found in MeSH.

3. MeSH is divided into two parts with the first being an alphabetic listing of all the terms. The second part has the same terms listed in subject categories.

Arrangement of Index Medicus and Abridged Index Medicus

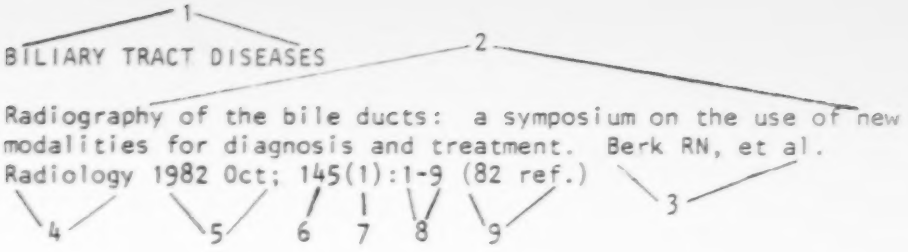
1. Subject Section

   Each subject heading lists citations primarily about that particular subject:

   a. A citation includes the article title, author, journal title, date, journal volume and issue, and pages.

   b. Under each subject heading, citations are arranged alphabetically by the journal title.

c. Example:



1) MeSH subject heading

2) Title of the journal article

3) First author's last name and initials; "et al." means there is more than one author

4) Journal title abbreviation

   For the complete title, check the journal list in the front of the January issue of IM, the list in the front of each issue of AIM, or the List of Journals Indexed in Index Medicus.

5) Publication date of the journal issue

6) Journal volume number

7) Journal issue number

8) First and last pages of the article

9) Indicates the number of citations in the bibliography for review articles

d. How many times does a citation appear in the subject section?

A citation appears under as many subject headings necessary to bring out the major concepts of the article. Usually it is two to four subject headings. Thus, an article on the treatment of streptococcal infections with sulfamethoxazole and penicillin are found under:

STREPTOCOCCAL INFECTIONS
SULFAMETHOXAZOLE
PENICILLINS

2. Author Section

Articles are listed alphabetically by the primary author's last name. Subsequent authors' names (up to ten authors) are listed with a cross reference to the first or primary author. The information given for each citation in the author section is the same as that in the subject section, except that the authors' names are given first.

TIMELINESS AND COVERAGE

A journal article is likely to be cited in the IM or AIM within one to four months after the issue's publication. The major medical journals such as JAMA and the New England Journal of Medicine are assigned a higher priority and thus are indexed more quickly. The types of journals indexed in Index Medicus include those in the preclinical sciences (e.g. biology, physiology, etc.) and in medicine, nursing, and allied health sciences. Abridged Index Medicus indexes the primary clinical journals. Advisory committees work with the National Library of Medicine indexing staff to determine which journals are indexed.

The List of Journals Indexed in Index Medicus is included in the January issue of IM, and it is also available as a separate publication. It is a valuable tool for users of AIM as well as for those who subscribe to IM because it includes four sections:

1) Journal title abbreviation with the full journal title

2) Full journal title listing followed by the abbreviated title

3) Listing by subject

4) Listing by country of publication

CHAPTER 7

MEDLINE: COMPUTER-PRODUCED BIBLIOGRAPHIC SEARCHES

Computer-produced bibliographic searches are available to hospital librarians and health professionals via a system called MEDLARS (MEDical Literature Analysis and Retrieval System), developed by the National Library of Medicine. MEDLARS is comprised of a number of databases, including MEDLINE (MEDLARS online). MEDLINE consists of citations to articles from approximately 3200 journals indexed for the Index Medicus, International Nursing Index, and the Index to Dental Literature. (See Figure 7.1, page 52-53.)

It is not always easy to tell the subject matter of articles by looking through the bibliographic citations in the Index Medicus, Abridged Index Medicus, or other indexes. For example, if a library user asks you to find articles on a particular treatment of urinary problems in patients with multiple sclerosis, you look in AIM under the MeSH heading, "multiple sclerosis," to find several articles on complications of multiple sclerosis, but they don't specify the treatment. You then try the subject heading, "urinary tract infections," and are still unsuccessful. Since you are unable to find the specific treatment, this bibliographic request would best be submitted to a library offering MEDLINE service in your area.

Upon receipt of your request, a medical librarian with special training will study your request, select the appropriate MeSH headings, and then type in a combination of MeSH terms in the computer terminal which results in a list of citations. In the multiple sclerosis example, the search strategy would be to ask the computer to search its file for (1) all citations indexed with "multiple sclerosis" and "urinary tract infections with the subheading drug therapy" and the specific term for the treatment or (2) any citation indexed with "multiple sclerosis" and "bladder, neurogenic with the subheading drug therapy" and the term for the specific therapy, and so on.

The computer indicates the number of citations it finds which meet these requirements. The librarian/searcher may have some or all of these citations printed. The resulting bibliography is sent to you or, if requested, to the requester. If you are uncertain as to whether to refer a request, contact the MEDLINE center and discuss the topic with the librarian/searcher.

HOW TO REQUEST A MEDLINE SEARCH

Obtain forms from your nearest MEDLINE center. Help the requester fill out the form completely, seeing that exactly what is wanted is indicated in terms of subject and in terms of quantity. In the multiple sclerosis example, the requester should indicate the specific treatment or treatments and the bladder conditions. Show the requester MeSH to assist in establishing the MeSH terms. Most MEDLINE centers charge a fee for performing searches, so you need to make arrangements for payment.

Further information about these services can be obtained from your local MEDLINE center or your Regional Medical Library. The Regional Medical Library can also give you information on training as a searcher and assist you in applying to become an online search center.

NATIONAL LIBRARY of MEDICINE

FIGURE 7.1

FACT SHEET

Bethesda, Maryland 20209 March 1983

NLM Online Databases

MEDLARS (Medical Literature Analysis and Retrieval System) the computerized system based at the National Library of Medicine, is available through a nationwide network of centers at more than 1,900 universities, medical schools, hospitals, government agencies, and commercial organizations. MEDLARS contains some 6,000,000 references to journal articles and books in the health sciences published after 1965. An individual user may search the store of references to produce a list of them pertinent to a specific question.

There are a number of online data bases available through the online network. Each is described in a section below, beginning with MEDLINE (MEDLARS online), the largest and most frequently used.

MEDLINE (MEDLARS onLINE)

Approximately 800,000 references to biomedical journal articles published in the current and three preceding years.

CATLINE (Catalog Online)

Approximately 500,000 references to books and serials cataloged at NLM.

SERLINE (Serials Online)

Bibliographic information for about 40,000 serial titles, including all journals which are on order or cataloged for the NLM collection.

AVLINE (Audiovisuals Online)

Citations to over 11,000 audiovisual teaching packages covering subject areas in the health sciences.

HISTLINE (History of Medicine Online)

Citations to monographs, journal articles, symposia, congresses, and similar composite publications for the Library's *Bibliography of the History of Medicine*. The scope includes the history of Medicine and related sciences, professions, individuals, institutions, drugs and diseases of given chronological periods and geographical areas. HISTLINE includes over 50,000 citations.

TOXLINE (Toxicology Information Online)

Bibliographic database covering pharmacological, biochemical, physiological, environmental, and toxicological effects of drugs and other chemicals. Contains over 1.4 million references.

TDB (Toxicology Data Bank)

Composed of approximately 4,000 comprehensive, peer-reviewed chemical records. Contains toxicological, pharmacological, environmental, occupational, manufacturing, and use information as well as chemical and physical properties.

CHEMLINE

An online chemical dictionary with over 500,000 records. Contains chemical names, synonyms, CAS Registry Numbers, molecular formulas, NLM file locators, and limited ring information.

HEALTH PLANNING AND ADMIN (Health Planning and Administration)

Produced cooperatively by NLM and the American Hospital Association. Contains over 200,000 references to literature on health planning, organization, financing, management, manpower, and related subjects.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES • Public Health Service • National Institutes of Health

CANCERLIT (Cancer Literature)

Sponsored by NIH's National Cancer Institute. Contains more than 300,000 references dealing with various aspects of cancer.

CANCERPROJ (Cancer Research Projects)

Sponsored by the National Cancer Institute. CANCERPROJ is a collection of summaries of on-going cancer research projects provided by cancer researchers in many countries.

CLINPROT (Clinical Cancer Protocols)

A National Cancer Institute database designed primarily as a reference tool for clinical oncologists but is also useful to other clinicians interested in new cancer treatment methods. CLINPROT contains summaries of clinical investigations of new anticancer agents and treatment modalities.

PDQ

Sponsored by the National Cancer Institute. Contains active, NCI-supported protocols from the CLINPROT file. To each of these approximately 700 research protocol descriptions, NCI has added a list of the institutions where the protocol is being used to treat patients and the name of an oncologist to contact at each institution for information about the protocol.

BIOETHICSLINE

Citations to documents which discuss ethical questions arising in health care or biomedical research. A comprehensive, cross-disciplinary collection of references to print and nonprint materials on bioethical topics. Contains over 13,000 citations from 1973 to date.

POPLINE (Population Information Online)

Produced in cooperation with the Population Information Program of Johns Hopkins University, the Center for Population and Family Health of Columbia University, and Population Index, Office of Population Research, Princeton University. Provides bibliographic citations to literature on population and family planning. Contains over 100,000 citations and abstracts to a variety of materials including journal and newspaper articles, monographs, technical reports and unpublished works.

RTECS (Registry of Toxic Effects of Chemical Substances)

An online, interactive version of the National Institute of Occupational Safety and Health (NIOSH) publication, *Registry of Toxic Effects of Chemical Substances*. Contains basic acute and chronic toxicity data for more than 57,000 potentially toxic chemicals.

Two subsidiary online files that support the bibliographic databases are:

NAME AUTHORITY FILE

An authority list of about 130,000 personal names, corporate names, and decisions on how monographic series are classed.

MeSH VOCABULARY FILE

Information on 14,000 Medical Subject headings and 28,000 chemical substances used for indexing and retrieving references.

CHAPTER 8

INTERLIBRARY LOAN

Interlibrary loan (ILL) or document delivery service is a method of sharing resources between libraries. ILL service provides health care professionals access to books, audiovisuals, and journal articles which are not available in their local health sciences library. By participating in ILL activities, the institution expands its sources of biomedical information for patient care, research, and education. ILL service entails two activities for the health sciences library: 1) obtaining materials from other libraries for its own primary users and 2) supplying materials to other libraries to meet their users' requests.

One component of the National Library of Medicine's Regional Medical Library (RML) Program is the interlibrary loan network. This network is organized along geographical and hierarchical lines for timely handling of ILL requests. There are seven RML regions in the United States; Arizona, California, Hawaii, Nevada, and the Pacific Basin comprise Region 7 (PSRMLS). Within this Region, Resource Libraries and hospital and other health sciences libraries participate in their geographic area and in the region at large.

The following interlibrary loan procedures promote effective and efficient use of the ILL network. You are urged to follow them for all your ILL transactions.

PROCESSING A REQUEST

When users request material not available in your library, have them complete an inhouse ILL form (see Figure 8.1). Keep the forms readily available so requestors can complete the form by themselves. This form serves as a working record of the ILL request. Ask your requestor to provide the most complete and accurate bibliographic information possible (e.g. author, title, publisher, place of publication, and date for book requests, and journal title, year and month, volume, issue, pages, author, and article title for journal requests). It may not always be possible to get all the necessary information from the requestor. Do not hestitate to tell the person that the more information provided the better chance of receiving the request. After you have sufficient information, check to see that the item is not available in your library (e.g., on order, not owned, missing, at the bindery). Even if your requestor has checked library holdings, do it again yourself, for sometimes an item may have been overlooked. Then check whether the request is in the subject scope of the health sciences. If the subject matter is, for example, business, economics, or popular reading, request the material from non-health sciences libraries, such as local community college, public, or county libraries. Familiarize yourself with the strengths of local library collections, as well as their ILL policies and procedures.

VERIFYING THE REQUEST

There are instances when material is requested which doesn't exist, is not yet in print, or is incorrect. Therefore, it is necessary to verify, or establish that the request is accurate, before you submit it to another library.

You "verify" by checking the citation in an authoritative index. The basic journal verification tools include:

- Abridged Index Medicus (AIM)
- Cumulative Index to Nursing and Allied Health Literature (CINAHL)
- Hospital Literature Index (HLI)
- Index Medicus (IM)

For example, to verify the citation of a particular journal article, look up the author's name in the author section of one of the above indexes. (You also have the option of using the subject section, especially when an author is not given.) After you locate the author, match your journal citation with that in the index. The index is your authoritative source, so make any corrections or additions, such as complete pagination or correct spelling, to the citation submitted by the requestor. Also annotate your ILL form as to which index you verified the citation in (e.g., CIM, 1981, 19:241). There will be instances when you will be unable to locate a journal citation even after reviewing several years of indexes. If you still can't verify the citation, list on your form the indexes (include years) which you checked.

To verify book requests, here are two common sources:

- Medical Books and Serials in Print (MBSIP)
- National Library of Medicine Current Catalog (NLMCC)

These are basic sources with author, title, and subject access. Many verification tools for books exist, but because of their expense or your limited demand for them you need not purchase them all. Just as with the indexes for journal verification, use the above tools as the authority for book verification.

To verify audiovisual requests, use the National Library of Medicine Audiovisual Catalog. One word of caution is that verification tools for audiovisuals are very limited, so there may be many instances when you are unable to verify the citation. If this is the case, just list the tools you checked.

There may be occasions when you are unable to verify your ILL request in an index such as Index Medicus. If your requestor got the information from an article's bibliography, cite that reference (e.g. JAMA, 6/11/83, 253:117) in lieu of your index source. Type it on the ILL form in the section labelled "verified in."

When the request is from a computerized bibliographic search such as MEDLINE, the word "MEDLINE" typed on the ILL form is an acceptable verification source. A cautionary note is to have complete and accurate information from the computer printout itself.

FIGURE 8.1

REQUEST FOR ITEM NOT FOUND IN LIBRARY

BOOK

AUTHOR _____

TITLE _____

PUBLISHER _____ PLACE _____ YEAR _____

JOURNAL ARTICLE

TITLE OF JOURNAL _____

VOLUME NUMBER _____ ISSUE _____ YEAR _____ PAGES _____

AUTHOR OF ARTICLE _____

ARTICLE TITLE _____

SOURCE OF REFERENCE _____

NAME _____

ADDRESS _____

TELEPHONE _____ DATE _____

DATE NOT NEEDED AFTER _____

WILLING TO PAY? YES _____ NO _____ LIMIT $ _____

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

****

FOR LIBRARY USE ONLY

LIBRARY CATALOG/HOLDINGS CHECKED _____

VERIFICATION OR SOURCE OF REFERENCE _____

COMPLETING THE INTERLIBRARY LOAN FORM

Use a standard American Library Association (ALA) interlibrary loan form to request loans or photocopies from other libraries. (These forms are used by all types of libraries.) The ALA forms are available from any library supply company, such as:

Brodart--Western Division
1236 South Hatcher Street
City of Industry, CA 91749
(800) 233-8467
(800) 352-8583 (in California)

Demco
Box 7488
Madison, WI 53707
(608) 241-1201

or

Box 7767
Fresno, CA 93747
(209) 291-2576

Gaylord Brothers
Box 8489
Stockton, CA 95208
(800) 448-6160

Highsmith Co., Inc.
P.O. Box 800
Fort Atkinson, WI 53538
(800)558-2110
(414) 563-9571 (in Hawaii)

All of these companies will supply a free catalog upon request.

Use Figures 8.2 and 8.3 as examples for filling out the ILL form properly. Here are some additional hints to assist you:

1. Type your request.

2. Only one item per request form is accepted.

3. Complete the request thoroughly.

4. If a journal title is abbreviated, do not guess at the full title. Use the List of Journals Indexed in Index Medicus for correct abbreviations.

5. Include your verification source or the source of reference. If the source of reference is unknown and you are not able to verify the citation, indicate "unable to verify," and list the sources you checked.

6. A request for photocopied material must include the applicable statement on conformance to the Copyright Law (CCL) or the Copyright Guidelines (CCG).

7. Requests must have the signature of the authorizing person at the borrowing library.

8. Keep "Part D," the last part of the ILL form, for your records.

9. Include a self-addressed mailing label with your request.

CHOOSING A LENDING LIBRARY

Utilize local resources before opting to send a request to a more geographically distant institution or to a Resource Library. (See Figure 8.4 for a list of the Resource Libraries in Region 7.) Take full advantage of resources in your community, consortium, and your geographic area, in order to get your request filled faster and to keep ILL costs from rising. If a request cannot be filled in your immediate area, then borrow from libraries in your area's medical library group. There are three of these groups in Region 7: the Medical Library Group of Hawaii (MLGH), the Medical Library Group of Northern California and Nevada (NCNMLG), and the Medical Library Group of Southern California and Arizona (MLGSCA). When an item is not available from any of these local sources, send an ILL request to your nearest Resource Library, or, if necessary, to any of the other Resource Libraries. If no institution within Region 7 owns the material you need, the request can be sent to the National Library of Medicine (NLM), either directly for journal requests or routed through a Resource Library for books and audiovisuals.

In deciding where to send a request, use union lists to determine which library might own the item you need. A union list is a combined listing of the materials owned by a group of libraries. Determining which library actually owns the item you need, rather than randomly selecting a library, will expedite your request. There are several serial (journal) union lists available in the Region. Health sciences library consortia often publish union lists, the medical library groups mentioned above all publish union lists of serials, and the Regional Medical Library also publishes union lists of the Resource Libraries' holdings. Contact your Regional Medical Library (see Chapter 10) for current information on the availability and pricing of union lists (sometimes termed "locator tools").

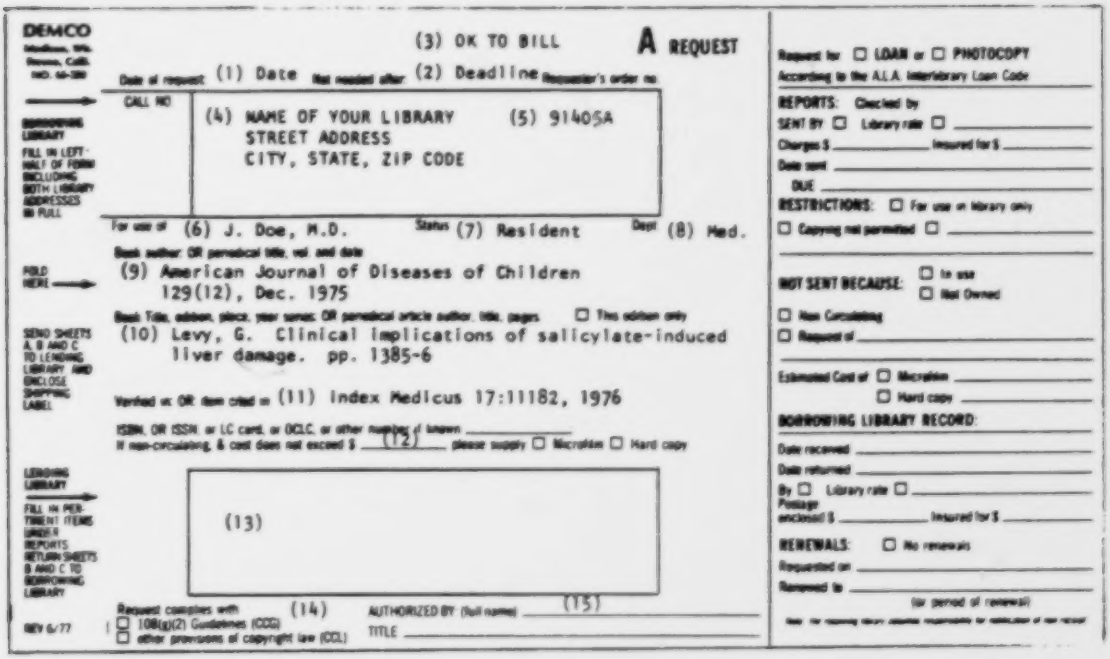
Locating book and audiovisual holdings is usually more difficult than locating information on journals. Large health sciences libraries, including the Resource Libraries, have access to extensive locator tools, including both print versions and online computer databases. If you are unable to locate a library which owns the item you need, your Resource Library may be able to locate a source if you send the request there.

Borrowing from Local Resources

ILL policies and charges at the local level are at the discretion of the participating institutions and will vary from area to area. However, the charges are usually less than those of the Resource Libraries or NLM. Contact the library or consortium directly for specific information.

FIGURE 8.2

INTERLIBRARY LOAN REQUEST FOR A JOURNAL ARTICLE



(1) Date request form is prepared.

(2) Date after which material will no longer be needed (optional).

(3) Authorization for billing.

(4) Complete name and address of borrowing library. If more than one form is sent at one time, complete name and address must be included on each form. (Forms can be ordered with the library address preprinted.)

(5) NLM ID Code.

(6), (7), (8) Identification of person for whom the request is made.

(9) Complete title of periodical, volume number, issue, and date. (Do not enter the author of the article in this space.)

(10) Complete citation: author, title of article, and inclusive pages.

(11) Complete bibliographic information regarding verification or source of reference.

(12) If you are not familiar with the lending library's fees, indicate amount you or the user will pay.

(13) Complete address of the lending library.

(14) Copyright compliance statement--one of these boxes must be checked.

(15) Signature of librarian or staff member authorized to request loans.

FIGURE 8.3

INTERLIBRARY LOAN REQUEST FOR A BOOK

DEMCO

(3) OK TO BILL

A REQUEST

Request for ☐ LOAN or ☐ PHOTOCOPY

According to the A.L.A. Interlibrary Loan Code

Date of request (1) Date Not needed after (2) Deadline Requester's order no.

CALL NO.

(4) NAME OF YOUR LIBRARY (5) 91405A
STREET ADDRESS
CITY, STATE, ZIP

For use of (6) J. Doe, M.D. Status (7) Resident Dept. (8) Med.

BORROWING LIBRARY FILL IN LEFT HALF OF FORM INCLUDING BOTH LIBRARY ADDRESSES IN FULL

FOLD HERE

Book author OR periodical title, vol. and date

(9) Gilroy, John & Meyer, John Stirling

Book Title, edition, place, year names OR periodical article author, title, pages ☐ This edition only

(10) Medical neurology, 2nd ed. New York: McMillan, c1975.

SEND SHEETS A, B AND C TO LENDING LIBRARY AND ENCLOSE SHIPPING LABEL

(11)

Verified in: OR: does cited in NLM Current Catalog 3:3655, 1971-5

ISBN, OR ISSN, or LC card, or OCLC or other number if known

If non-circulating, & cost does not exceed $ (12) please supply ☐ Micro/ion ☐ Hard copy

LENDING LIBRARY FILL IN PERTINENT ITEMS UNDER REPORTS RETURN SHEETS B AND C TO BORROWING LIBRARY

(13)

REV 6/77

Request complies with: ☐ 108(g)(2) Guidelines (CCG) ☐ other provisions of copyright law (CCL) (14)

AUTHORIZED BY (full name) (15)

TITLE

REPORTS: Checked by

SENT BY ☐ Library rate ☐

Charges $ Insured for $

Date sent

DUE

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned

☐ Non Circulating

☐ Request of

Estimated Cost of ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:

Date received

Date returned

By ☐ Library rate ☐

Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals

Requested on

Renewed to (or period of renewal)

Note: The receiving agency assumes responsibility for observance of any restrictions or notification of non-receipt

(1) Date request form is prepared.

(2) Date after which material will no longer be needed (optional).

(3) Authorization for billing.

(4) Complete name and address of borrowing library. If more than one form is sent at one time, complete name and address must be included on each form. (Forms can be ordered with the library address preprinted.)

(5) NLM ID Code

(6), (7), (8) Identification of person for whom the request is made.

(9) Name of author with first name or initials.

(10) Title of book with edition, place and date of publication.

(11) Complete bibliographic information regarding verification or source of reference.

(12) If you are not familiar with the lending library's fees, indicate amount you or the user will pay.

(13) Complete address of the lending library.

(14) Copyright compliance statement--if you are requesting a photocopy of a section of the book, one of these boxes must be checked.

(15) Signature of librarian or staff member authorized to request loans.

BEST COPY AVAILABLE

FIGURE 8.4

REGION 7 RESOURCE LIBRARIES
INTERLIBRARY LOAN SERVICES

Hawaii Medical Library
1221 Punchbowl Street
Honolulu, HI 96813
(808) 536-9302
OnTyme Electronic Mail: HML
OCLC: HML

Loma Linda University
Del E. Webb Memorial Library
Loma Linda, CA 92350
(714) 824-4925
OnTyme Electronic Mail: LLU
OCLC: LLU

Stanford University Medical Center
Lane Medical Library
Stanford, CA 94305
(415) 497-6585
OnTyme Electronic Mail: STALANE
RLIN: CSUM

University of Arizona
Health Sciences Center Library
1501 North Campbell Avenue
Tucson, AZ 85724
(602) 626-6840
OnTyme Electronic Mail: UAZHSC
OCLC: AZA

University of California, Davis
Health Sciences Library
Davis, CA 95616
(916) 752-6379
OnTyme Electronic Mail: UCDHSL
OCLC: CUX

University of California, Irvine
Biomedical Library
P.O. Box 19556
Irvine, CA 92713
(714) 856-6934
OnTyme Electronic Mail: UCIBML
OCLC: CIM

University of California, Los Angeles
Biomedical Library
Center for the Health Sciences
Los Angeles, CA 90024
(213) 825-4055
OnTyme Electronic Mail: UCLABIOMED
OCLC: CLU

University of California, San Diego
Biomedical Library C-075B
La Jolla, CA 92093
(619) 452-3255
OnTyme Electronic Mail: CUSD/BML
OCLC: CUS

University of California, San Francisco
The Library
San Francisco, CA 94143
(415) 666-2334
OnTyme Electronic Mail: UCSFL
OCLC: CUN

University of Southern California
Norris Medical Library
2025 Zonal Ave.
Los Angeles, CA 90033
(213) 224-7408
OnTyme Electronic Mail: USCNML
OCLC: CSZ

Borrowing from Resource Libraries

Each Resource Library, generally an academic medical library, serves institutions in a particular geographic area, as well as the Region at large. Send an ILL request to the Resource Library which serves your geographic area if that library owns the item. If your Resource Library does not own the title, go directly to the Resource Library in the Region that does.

If a Resource Library is unable to fill a request, it will automatically refer the request to another Resource Library. When the request cannot be filled within the Region, it is then referred to NLM. The referral process is efficient because the request is automatically referred, as opposed to it being returned to you to resubmit to another library. (If you do not want your request referred, indicate so on the ILL form.)

To borrow videocassettes available for loan from the video satellite collection in Region 7, or from NLM's collection, libraries in California and Hawaii should send all requests to the UCLA Biomedical Library; libraries in Arizona and Nevada send these audiovisual requests to their respective Resource Libraries.

Resource Libraries charge a fee for each filled request. (As of early 1985, the uniform fee in Region 7 is $5.50.) There is no charge for referred or unfilled requests. Be sure to authorize billing by stating on the top of the form, "OK TO BILL." Invoices are issued by each Resource Library. Resource Libraries in Arizona and Nevada have special arrangements for charges to health sciences libraries in those states; contact them directly for further information.

Borrowing from the National Library of Medicine

Journal requests which cannot be filled by Region 7 Resource Libraries may be sent directly to NLM if you have checked the latest edition of the regional locator tool or union list. These requests must state, "NOT AVAILABLE FROM PSRMLS REGIONAL LIST" or they will be rejected by NLM.

Only Resource Libraries can send book requests to NLM. If you send a request for a book loan directly to NLM instead of to the Resource Library, the request will be rejected. Interlibrary loan requests for videocassettes owned by NLM should be routed through the UCLA Biomedical Library or the Resource Libraries in Nevada and Arizona.

The borrowing library should include its unique code (assigned by NLM or the Regional Medical Library) on all NLM requests; this is for the purpose of billing and addressing. Requests filled by NLM are $5.00 per item (as of early 1985) with free service to U.S. federal libraries.

RECEIVING THE ITEM

When you request a journal article, you will receive a photocopy which your user can keep. Book and audiovisual requests, and in rare instances, journal volumes are lent to you with a due date. The lending library decides which materials in its collection will be lent. For example, key textbooks, reference materials, or audiovisuals may not be loaned in some libraries. All borrowed material must be returned on time and in good condition. The

loan period and whether a renewal is possible is at the discretion of the lending library.

Costs for postage are borne by both lending and borrowing libraries. The lending library pays postage for outgoing loans while the borrowing library pays for their return. Some borrowing libraries also insure materials being returned so they can be easily traced if lost.

COPYRIGHT

All librarians participating in interlibrary loan activities need to be familiar with Public Law 94-553--General Revision of the Copyright Law, Title 17 of the United States Code, and with the National Commission on New Technological Uses of Copyrighted Works (CONTU) "Guidelines for the Proviso of Subsection 108(g)(2)." Discuss these two documents with your institution's administration and legal counsel, for any policy decisions regarding compliance with copyright restrictions should be institutional policies and not solely library policies.

When photocopies of material are requested on interlibrary loan, it is necessary to indicate whether the request is in compliance with the Copyright Law provisions (CCL) or the CONTU Guidelines provisions (CCG). In order to decide under which provisions you are making your request, it is helpful to study all sections of the Copyright Law and the CONTU Guidelines. The complete text of both documents can be found in the following publication:

> Copyright Law and the Health Sciences Librarian.
> Chicago: Medical Library Association, 1978.
> Copies available at $3.00 each from MLA, 919 North Michigan Avenue, Suite 3208, Chicago, IL 60611

After you complete your ALA interlibrary loan form, you need to indicate copyright compliance for the request by checking one of the two boxes in the lower left corner of the form. Following are some examples which may be of assistance in determining whether your request complies with "CCL" or "CCG."

You would indicate CCL in the following cases:

1) Fair Use:

   Your request is in compliance with "fair use." That is to say, single copies can be requested for the purpose of teaching, scholarship or research, and as long as copying will not harm the rights of the owner of the copyright.

2) NIH or USPHS Funded Research:

   You may request single copies of any published research funded by grants from NIH or USPHS, as these agencies have granted permission to do so.

You would indicate CCG in the following cases:

1) You have requested no more than 5 articles per year from one journal title. This limitation applies only to articles published within 5 years of the date of request.

2) Your journal or book photocopy requests are for titles owned (or on order) by your library, but not immediately available.

3) The articles requested are less than 5 years old.

The Copyright Law also places some requirements on institutions which allow individuals to make photocopies of copyrighted material on equipment housed in the institution. Material can be copied provided all restrictions covered in the Copyright Law are observed and the following notices are used:

1) A warning of copyright must be displayed where requests for photocopies are taken. The recommended wording is:

> NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS
>
> The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.
>
> Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
>
> This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of Copyright Law.

2) A warning of copyright must be printed on in-house photocopy order forms. The recommended wording is the same as that displayed where such requests are taken.

3) A notice must be displayed at unsupervised photocopy machines. The wording can be:

> NOTICE: THE U.S. COPYRIGHT LAW (TITLE 17, U.S. CODE) GOVERNS THE MAKING OF PHOTOCOPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

4) A notice of copyright must be stamped on photocopied material. The recommended wording is:

> NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW (TITLE 17, U.S. CODE).

5) Kits providing all appropriate signs and stamps can be purchased from library supply houses.

CHANGES IN INTERLIBRARY LOAN POLICIES

The Regional Medical Libraries coordinate interlibrary loan policies and procedures in each Region. Policies change, and resources such as locator tools are updated frequently, so health sciences libraries should contact their Regional Medical Library for the most current information. See Chapter 10 for a listing of Regional Medical Libraries.

CHAPTER 9

AUDIOVISUAL SERVICES

Health care professionals for years have used audiovisuals for continuing education and for formal instruction and training programs. In many institutions, audiovisual collections originate from the efforts of a few individuals to collect audiovisual materials to support the educational programs they are providing. When small collections are more or less owned by individuals, organizing and housing audiovisual equipment and programs are not major issues. However, when a number of individuals or departments in an institution begin acquiring audiovisuals, questions arise as to who has software, what titles are available, and who has equipment. At this point, the library should become involved in providing audiovisual services. Many of the mechanisms used to house and disseminate print mateirals readily lend themselves to audiovisual management.

LEVELS OF SERVICE

Levels of audiovisual management include 1) answering factual questions, 2) borrowing or renting software, and 3) collection development. In developing audiovisual services, a library may begin at the first level and then eventually progress to providing all three levels of service. Basic audiovisual service entails answering factual questions from an audivisual index collection, such as a request for a producer's address or for the cost of a slide-tape program. The next level of service is borrowing or renting software so your user can show it at a certain event. The third level is more involved and includes acquiring, cataloging, and disseminating both equipment (hardware) and programs (software).

The level of audiovisual service provided by a library often depends on whether the hospital has an audiovisual department separate from the library. If there is a audiovisual or media department, then it may be directly involved in ordering, organizing, scheduling, disseminating, and even production of audiovisual materials. In some institutions, the library and the audiovisual department provide complementary services.

Regardless if all audiovisual services are part of the library or not, it is helpful for the librarian to know the availability of both hardware and software throughout the hospital, as well as what materials are needed by which departments. The library can then provide an excellent service by letting people know what is available in the institution and where it is housed, even if the audiovisuals are not centrally located in the library itself.

SELECTING FORMATS

There are over twenty-five different audiovisual formats. Due to the initial expense of both hardware and software, there is a need for at least two pieces of equipment in each format owned, so that one can serve as a backup in case the other breaks down. The expense of spare parts, which are

necessary for each piece of equipment, makes it impractical because of cost to have equipment in all types of formats. Many libraries find it advantageous to select three to *five formats and purchase only programs and equipment in* these formats. Since different media formats have both advantages and diadvantages, there is no "perfect format." You need to review the benefits and the drawbacks of each format, what is already available in your institution, and your users' needs to determine the appropriate formats. In making this decision, considerations include the need for indivisual versus group use and the adequacy of still visuals versus motion.

SOFTWARE INDEXES

Unlike the indexes for books and journals, comprehensive sources for health-related audiovisual information do not exist. In order to locate information about audiovisuals, you may need to use several indexes, consult producers' brochures and catalogs, or do a computer search.

Audiovisual indexes serve three purposes:

1) to verify whether an audiovisual exists (either by title or by subject),

2) to obtain cataloging/bibliographic information once you have the audivisual, and

3) to locate other institutions which own an audiovisual so you can borrow it through interlibrary loan.

One of the major bibliographic tools for locating information on audiovisuals is the National Library of Medicine Audiovisuals Catalog. It is a cumulation of references to audiovisuals cataloged by the National Library of Medicine (NLM). To acquire a certain item, contact the distributor cited in the entry. As of 1984, many of the videocassettes listed are available for loan from NLM. A subscription to the National Library of Medicine Audivisuals Catalog includes three quarterly issues and an annual cumulation. The Catalog is arranged by both subject and title. In some cases, entries may provide audience and educational level information. It is an excellent tool for cataloging and verification purposes.

AVLINE is one of the databases in NLM's online system, MEDLARS. The catalog described above is produced from this database. You can obtain an AVLINE online search from NLM online centers in the region. Contact your Regional Medical Library for assistance in locating an online center.

Another means of access to the information on audivisuals listed in AVLINE is Health Sciences Audiovisuals, published in microfiche format. You can either purchase the latest edition or enter a subscription to obtain regular updates.

The sources mentioned above include information on audiovisuals for health professionals. A source for information on health-related audiovisuals intended for the general public is the Patient Education Sourcebook. It

lists over 1300 audiovisuals produced in the 1980's. The format of the Sourcebook is alphabetical by title with a MeSH subject index, series index, and author index. Each entry has a summary as well as a notation if the item is for sale, loan, rental, or preview.

Order information for the sources described above is included in the Appendix. Note that these are just a sampling of the many tools available for use in providing audiovisual services.

INDEXES TO DISTRIBUTORS, PRODUCERS, AND EQUIPMENT

In addition to audiovisual software indexes, comprehensive listings of producers, distributors, and equipment are also available. You need to acquire some of the sources described below to answer questions on types of audiovisual equipment available, brands and models, and purchase prices.

The Audiovisual Equipment Directory is published annually with a compilation of information on audiovisual equipment available in North America. The Directory is arranged by type of equipment and then alphabetically by manufacturer. Information about each piece includes a photograph of the item, model number, price, and dimensions. A glossary of audiovisual terms clarifies what manufacturers mean by the terminology used to describe their equipment.

The Video Guide gives step-by-step procedures on how to operate video equipment. The Guide is divided by type of equipment and includes two separate chapters on maintenance/troubleshooting and purchasing equipment.

Audiovisual Market Place is divided into three major areas: software, hardware, and reference. Individual listings within each section provide the names of comapnies, addresses, telephone numbers, personnel, and products and services. The hardware section is divided into equipment manufacturers and equipment dealers. The reference section includes areas such as periodicals and trade journals, reference books and directories, and an audiovisual glossary. In addition, Audiovisual Market Place includes references to many of the software indexes. It is an essential tool to buy.

See the Appendix for order information for these indexes.

ACQUIRING SOFTWARE

It is important to preview and evaluate software before it is purchased. Previewing by interested users ensures that costly software will be an effective and well-used resource. Most distributors and producers allow their software to be previewed. There may be a preview or a rental fee, but often this is applied to the purchase price. There is no centralized vendor from which to order software from the various distributors and producers. Thus, unlike when ordering books and journals, you must deal with a number of difference sources. To obtain information on what is available, obtain a variety of the software indexes which are available, as well as catalogs from producers and distributors. In addition to commercial producers, many professional organizations, educational institutions, and pharmaceutical firms produce audiovisual materials.

CATALOGING AND ORGANIZING SOFTWARE

The basic purpose of cataloging and classifying your audiovisual materials is to provide users with efficient access to the collection. Sources for audiovisual cataloging data include the National Library of Medicine Audiovisuals Catalog or its online counterpart, AVLINE (see the section on SOFTWARE INDEXES). Follow the same procedures for cataloging and classification that you would for books. In cataloging audiovisuals, it is important to note in the physical description how long the program is, the format, etc.

Because audiovisuals vary greatly in size, shape, and format, there are a number of questions to consider when deciding how to process and store software: Is the collection open or closed to the public? Is the collection circulating or non-circulating? What storage mechanisms, such as slide carousels or audiocassette binders, will be used?

CIRCULATING HARDWARE AND SOFTWARE

If you circulate both hardware and software throughout your institution, both security and scheduling are major concerns. Label equipment with the institution's name, address, and any applicable identification code. (Check with the Engineering, Maintenance, or Security Departments for metal engravers with which to mark equipment, as well as for any standard identification number.) Not only will identifying equipment improve your ease of locating equipment that has been loaned throughout the institution, but it will deter theft.

Set up a system of scheduling hardware and software to keep track of current and future reservations. This is necessary to avoid promising the same item for the same time to two different parties. Some libraries find it easiest to use a large calendar to write in reservations for both hardware and software. It is also a good idea to flag the material to prevent its being checked out just prior to the reserved time.

LIBRARY AUDIOVISUAL FACILITIES

The ideal situation is to have a separate room(s) within the library where individuals or small groups can view programs. Use of headphones can lessen distraction in multiple use areas. Post clear, self-explanatory instructions on how to operate equipment adjacent to each piece of hardware. If you are planning an extensive audiovisual service, take the opportunity to vist local institutions with audiovisual or learning resource centers to get an idea of the many options avialble in planning specialized facilities.

For more information on audiovisual services, consult Principles of Managing Audiovisual Materials and Equipment, 2nd ed., Los Angeles: UCLA Biomedical Library, Pacific Southwest Regional Medical Library Service, 1983.

CHAPTER 10

REGIONAL MEDICAL LIBRARY SERVICES

The Pacific Southwest Regional Medical Library Service (PSRMLS) provides services to enhance the flow of health sciences information to health care professionals. PSRMLS is one of seven Regional Medical Libraries (RMLs) designated by the National Library of Medicine to improve access to health care and biomedical information for health sciences practitioners, investigators, educators, and administrators. A list of all the RMLs and their geographic areas of coverage appears on pages 72-73. The health sciences libraries in Region 7--encompassing Arizona, California, Hawaii, Nevada, and the Pacific Basin--participate in the regional network which forms a link in the national RML network. All hospital and other health sciences libraries are automatically part of the network.

The goals of the RML network are:

1) to provide health professionals with access to a basic level of information services,

2) to encourage the development of optimal efficiency and performance for meeting information needs at each health sciences library,

3) to encourage the sharing of resources and expertise among network institutions, and

4) to test, evaluate, and implement improved methods of promoting the transfer of biomedical information.

To achieve these goals, PSRMLS offers a variety of programs and services for health sciences libraries, including coordination of interlibrary loan, production of tools used in resource sharing, training programs to encourage development of health sciences libraries, and information services to facilitate effective reference and online service.

Contact the Regional Medical Library for your area to obtain information on current programs and services. The Regional Medical Libraries each publish a newsletter, as does the National Library of Medicine (see Figure 10.2, page 73.

FIGURE 10.1

REGIONAL MEDICAL LIBRARIES

REGION 1 Connecticut Delaware Massachusetts Maine New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont Puerto Rico	GREATER NORTHEASTERN REGIONAL MEDICAL LIBRARY PROGRAM The New York Academy of Medicine 2 East 103rd Street New York, NY 10029 (212) 876-8763
REGION 2 Alabama Florida Georgia Maryland Mississippi North Carolina South Carolina Tennessee Virginia West Virginia District of Columbia	SOUTHEASTERN/ATLANTIC REGIONAL MEDICAL LIBRARY SERVICES University of Maryland Health Sciences Library 111 South Greene Street Baltimore, MD 21201 (301) 528-2855 (800) 638-6093
REGION 3 Iowa Illinois Indiana Kentucky Michigan Minnesota North Dakota Ohio South Dakota Wisconsin	REGIONAL MEDICAL LIBRARY University of Illinois at Chicago Library of the Health Sciences Health Sciences Center P.O. Box 7509 Chicago, IL 60680 (312) 996-2464
REGION 4 Colorado Kansas Missouri Nebraska Utah Wyoming	MIDCONTINENTAL REGIONAL MEDICAL LIBRARY PROGRAM University of Nebraska Medical Center Library 42nd and Dewey Avenue Omaha, NE 68105 (402) 559-4326

REGION 5	SOUTH CENTRAL REGIONAL MEDICAL LIBRARY PROGRAM
Arkansas	University of Texas Health Sciences
Louisiana	Center at Dallas
New Mexico	5323 Harry Hines Blvd.
Oklahoma	Dallas, TX 75235
Texas	(214) 688-2085
REGION 6	PACIFIC NORTHWEST REGIONAL HEALTH SCIENCES LIBRARY
Alaska	Health Sciences Library
Idaho	University of Washington
Montana	Seattle, WA 98195
Oregon	(206) 543-8262
Washington	
REGION 7	PACIFIC SOUTHWEST REGIONAL MEDICAL LIBRARY SERVICE
Arizona	UCLA Biomedical Library
California	Center for the Health Sciences
Hawaii	Los Angeles, CA 90024
Nevada	(213) 825-1200
Pacific Basin	

FIGURE 10.2

NATIONAL LIBRARY OF MEDICINE

National Library of Medicine
8600 Rockville Pike
Bethesda, MD 20209

APPENDIX: PUBLICATIONS

Order information and approximate prices are given for publications cited in the Manual for Librarians in Small Hospitals. Many of these publications can be ordered from your book dealer or subscription agent, as well as directly from the publishers listed. Check with the dealer or agent for availability of specific titles and new editions.

ABRIDGED INDEX MEDICUS

1985 subscription price: $43.00. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402. GPO Subscription Code: ABIM.

AMA DRUG EVALUATIONS

5th edition, 1983: $65.00. Publisher: W.B. Saunders, Co., West Washington Square, Philadelphia, PA 19105.

AMERICAN HOSPITAL ASSOCIATION GUIDE TO THE HEALTH CARE FIELD

1984 edition: $52.50 (members); $72.50 (non-members). Publisher: American Hospital Association, Order Processing Department, 840 N. Lake Shore Dr., Chicago, IL 60611.

AMERICAN MEDICAL DIRECTORY

28th edition, 1982: $315.00. Publisher: American Medical Association, Order Department, OP-128, P.O. Box 821, Monroe, WI 53566.

AUDIO-VISUAL EQUIPMENT DIRECTORY

29th rev. edition, 1983/84: $21.00. Publishers: National Audio-Visual Association, 3150 Spring St., Fairfax, VA 22031.

AUDIOVISUAL MARKETPLACE

Published annually: $45.00. Publisher: R.R. Bowker, 1180 Avenue of the Americas, New York, NY 10036.

CUMULATED ABRIDGED INDEX MEDICUS

Published annually: $28.00 for the 1983 volume. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402.

CUMULATED ABRIDGED INDEX MEDICUS

Published annually: $172.00 for the 1983 volume. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington DC 20402.

CUMULATIVE INDEX TO NURSING AND ALLIED HEALTH LITERATURE

$135.00 per year. Order from publisher: Glendale Adventist Medical Center, P.O. Box 871, Glendale, CA 91209.

CURRENT CATALOG - See NATIONAL LIBRARY OF MEDICINE CURRENT CATALOG

CURRENT MEDICAL DIAGNOSIS AND TREATMENT

Published annually, approx. $28.00. Publisher: Lange Medical Publications, Drawer L, Los Altos, CA 94022.

CURRENT THERAPY

Conn, Howard F., ed. Published annually, approx. $50.00. Publisher: W.B. Saunders, W. Washington Square, Philadelphia, PA 19015.

DICTIONARY OF MEDICAL SYNDROMES

Magalini, Sergio and Euclide Scrascia. 2nd ed., 1981: $52.00. Publisher: Lippincott, 6 Winchester Terrace, New York, NY 10022.

DIRECTORY OF MEDICAL SPECIALISTS

21st ed., 1983/84: $200.00. Publisher: Marquis Who's Who, Inc., 200 E. Ohio Street, Chicago, IL 60611.

DIRECTORY OF HEALTH SCIENCES LIBRARIES: ARIZONA, CALIFORNIA, HAWAII, NEVADA, AND THE PACIFIC BASIN

5th ed., 1984: $12.00. Order from publisher: PSRMLS, UCLA Biomedical Library, Center for the Health Sciences, Los Angeles, CA 90024.

DORLAND'S ILLUSTRATED MEDICAL DICTIONARY

26th ed., 1981: $40.00. Publisher: W.B. Saunders, W. Washington Square, Philadelphia, PA 19015.

HEALTH SCIENCES AUDIOVISUALS

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HOSPITAL LITERATURE INDEX

Subscription: $125.00. Order from publisher: American Hospital Association, Order Processing Department, 840 N. Lake Shore Dr., Chicago, IL 60611.

INDEX MEDICUS

1985 subscription price: $161.00. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402.

JAMA (JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION)

Subscription: $55.00. Publisher: American Medical Association, Circulation and Fulfillment Division, 535 N. Dearborn St., Chicago, IL 60611.

LIST OF JOURNALS INDEXED IN INDEX MEDICUS

1984: $7.00. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402.

MEDICAL BOOKS AND SERIALS IN PRINT

Published annually: approx. $65.00. Publisher: R.R. Bowker, 1180 Avenue of the Americas, New York, NY 10036.

MEDICAL SUBJECT HEADINGS (MESH)

1985: $17.00. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402.

MERCK MANUAL

14th ed., 1982: $20.00. Publisher: Merck Company, Inc., P.O. Box 2000, Rahway, NJ 07065.

NATIONAL LIBRARY OF MEDICINE AUDIOVISUALS CATALOG

1985 subscription: $24.00. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402,

NATIONAL LIBRARY OF MEDICINE CLASSIFICATION

4th rev. ed., 1981: $16.00. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402. Stock no. 017-052-00222-8.

NATIONAL LIBRARY OF MEDICINE CURRENT CATALOG

1985 subscription: $26.00. Publisher: National Library of Medicine. Order from: Superintendent of Documents, Government Printing Office, Washington, DC 20402.

PATIENT EDUCATION SOURCEBOOK

1985: $50.00. Order from: HeSCA Patient Education Sourcebook, c/o Biomedical Communications, R4440 Kresge I, Box 56, Ann Arbor, MI 48109

PDR: PHYSICIANS DESK REFERENCE

Published annually: approx. $25.00. Publisher: Medical Economics, PDR, Box 210, Westwood, NJ 07675.

PERMUTED MEDICAL SUBJECT HEADINGS

1985: $12.00. Publisher: National Library of Medicine. Order from: National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161

STEDMAN'S MEDICAL DICTIONARY

Stedman, Thomas Lathrop. 24th ed., 1982: $35.00. Publisher: Williams & Wilkins, 428 E. Preston St., Baltimore, MD 21202.

VIDEO GUIDE

1981: $20.00. Order from: Video Info Publications, P.O. Box 2685, Santa Fe, NM 87501.